

504 Plan User Guide Basics (V2)

The 504 Application allows districts to navigate through the 504 eligibility process, including but not limited to:

- creating the prior written notice
- determining eligibility
- creating the 504 plan
- uploading files such as health plans
- keep a communication log between parents/guardians and the school district

Permission to use the 504 Application should be given to those creating the 504 plans, such as the district 504 coordinator. Once a plan is made for a student, if the 504 widgets are turned on for the student spotlight, the 504 student information will be displayed in homeroom on that student. Suppose the 504 widgets are turned on for the teacher or specialist dashboard. In that case, 504 class information will display in homeroom for the student group, such as common accommodations that need to be implemented for your students.

GETTING STARTED

Open a Web Browser and enter your district's specific address: [\[yourdistrictname\].schooldata.net/V2/504-plan](#) and log in. If you do not remember your password, click **Reset Password** and follow the instructions.

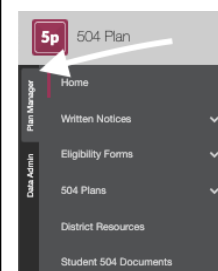
OR Once logged into Homeroom, look for the Student Plan (SP) Application bundle in the right-hand corner of the browser. Locate **504 Plans** and click **Launch App**.

Person Roles:

Person Roles are shown as tabs on the left navigation menu

- **Plan Manager:** users who will create and edit 504 plans
- **Data Admin:** users who will manage users, plans, and customizations for a specific district.

NOTE: Only Data Admin users can delete a 504 plan



WRITTEN NOTICES

See [5P Create New/View Prior Written Notices](#) for more information.

ELIGIBILITY FORMS

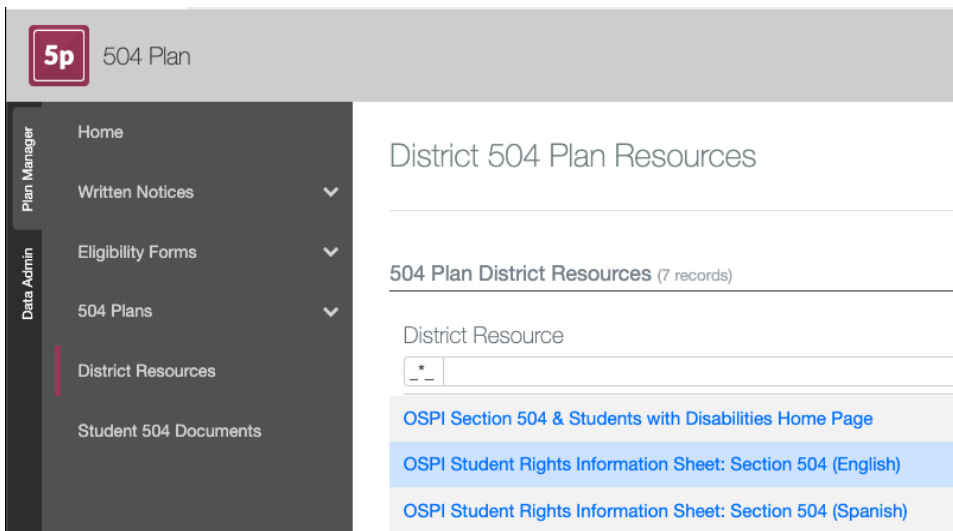
See [5P Create New/View Eligibility Forms](#) for more information.

504 PLANS

See [5p 504 Plans](#) for more information.

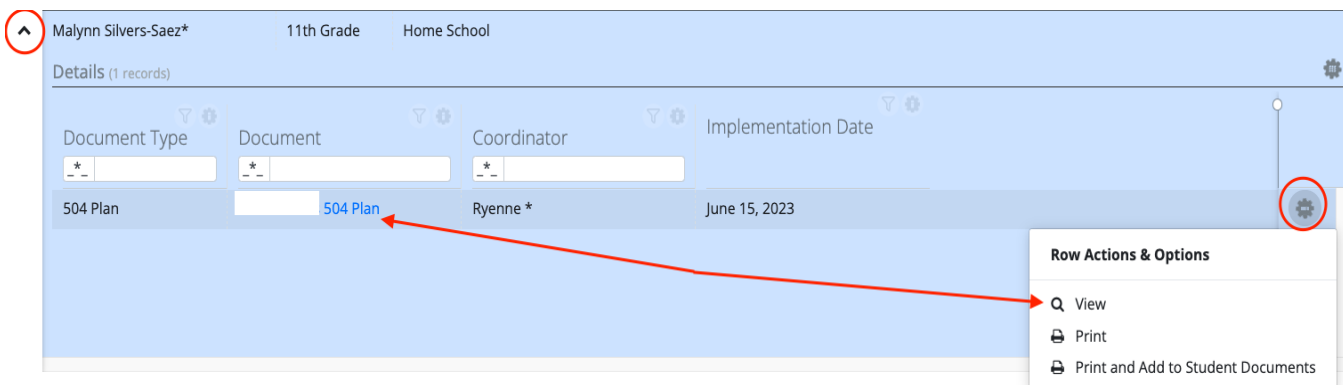
DISTRICT RESOURCES

Start in the left navigation menu and choose **District Resources**. You will see a data table of resources that your district has selected. Most resources will be links to external websites or files your district has uploaded. Click the title to navigate to view. It will open in a new tab or window. Only users in the Data Administrator role can add or delete resources. Contact your district support for any necessary changes.



STUDENT 504 DOCUMENTS

View a student and all of the documents that have been created for that student. Users may use the **Row Actions** gear to **View**, **Print**, or **Print and Add to Student Documents** section of the Student Spotlight in Homeroom.



VIEWS OF 504 APPLICATION INFORMATION IN HOMEROOM

Student Spotlight: Student Additional Services Container

Student Additional Services Widget

Program and Service Enrollments of Student Name for 2022/23 ⚙️

504

Description..... Section 504

Start Date..... 10/11/2021

Code..... 504

Student Services Container: Student Documents Container

(if your district is utilizing this feature)

Student Documents

Documents of Student Name for 2021/22 ⚙️

➕ Add Documents

File..... [504 Plan Report.pdf](#)

Author.....

Date..... 04/04/2022

504 PRIOR WRITTEN NOTICE FORM.PDF

File..... [504 Prior Written Notice Form.pdf](#)

Author..... corey.tomlinson corey.tomlinson

Date..... 03/18/2022

504 PLAN ELIGIBILITY FORM.PDF

File..... [504 Plan Eligibility Form.pdf](#)

Author..... corey.tomlinson corey.tomlinson

Date..... 03/18/2022

Student 504 Widget

Student 504 Widget - Current Year

504 Plan for Student Name ⚙️

504 PLAN 1

504 Coordinator..... Training \$24 Hrs Admin

Implementation Date..... 09/03/2020

Review Date..... 09/03/2021

Accommodations..... 150% extended time - Assessment/Testing
test 504

Teacher Dashboard, Specialist or Administrator Dashboards:

Go to [\[yourdistrictname\].schooldata.net](https://[yourdistrictname].schooldata.net)

In Dashboards, select either your default dashboard or the best dashboard for the user's role. Teachers or Specialists are the most commonly used since smaller student groups can be helpful when looking at plan data.

504 Plans Container:

This container shows a detailed preview of each student's 504 plan they are connected to or have permission to see. The student group is determined by the student group on the dashboard and the user's level of permissions. Use the container actions and options to download the information as a PDF.

504 Plans - Individual Students

504 Plans ⚙️

504 PLAN 1

Student Name: Darian Hon'

Grade Level: 7th Grade

504 Coordinator: O'Tallie Keresteci*

Implementation Date: 11/22/2021

Review Date: 11/24/2022

Reason: ADHD

Accommodations:

Homework - Ability to repeat homework assignments
Notes:if needed, provide Jackson with help on homework before he leaves for the day.

Homework - Additional time for in class assignments
 Environment - Allow student additional breaks or rest times
Notes:Allow Jackson to take movement breaks throughout the day (2-3).

Assessment - Allow student more time during test
Notes:implement this accommodation for district and State assessments.

Assessment - Allow student to take test in small group/separate location
Notes:implement this accommodation for district and State assessments.

Assessment - Allow tests to be read to student
Notes:implement text-to-speech for STAR and SBAC testing. If this accommodation is not available, proctor may read questions aloud to Jackson.

504 Accommodations Container

This container is a data table showing a student and their accommodations. Use the container actions and options to download the information in a spreadsheet.

504 Accommodations

504 Plan Data For (22/23) ⚙️

504 Plan Data (399 records) Data Settings Form ⚙️

View	Last Name	First Name	Grade	504 Coordinator	Implementation	Annual Review	Reevaluation	Area Of Disability	Accommodation	Student Id	Accommodation
	Darian		7	Keresteci, O...	2021-11-22	2022-11-24	2023-11-24	ADHD	Ability to repeat homework assignments		Homework
	Darian		7	Keresteci, O...	2021-11-22	2022-11-24	2023-11-24	ADHD	Additional time for in class assignments		Homework
	Devante'		8	Geraci, Hadia	2022-02-08	2023-02-07	2025-02-07	Anxiety, from tr...	Additional time for in class assignments		Homework
	Cian		7	Geraci, Hadia	2022-01-13	2023-11-20	2023-11-20	ADHD, Combin...	Additional time for in class assignments		Homework
	Menno		8	Geraci, Hadia	2022-06-07	2023-06-07	2025-06-06	Dyslexia & Dys...	Allow access/use of audiobooks		Materials
	Presley-An...		8	Keresteci, O...	2021-10-29	2022-10-29	2024-10-29		Allow alternative formats for public perf...		Homework
	Treana		8	Geraci, Hadia	2022-05-24	2023-05-23	2025-05-23		Allow alternative formats for public perf...		Homework
	Sangjun		7	Keresteci, O...	2021-10-22	2022-10-22	2024-10-22		Allow extra time for verbal participation...		Methods
	Kyan		7	Keresteci, O...	2022-02-26	2023-02-26	2024-02-26	Attention Defici...	Allow masking of crowded testing mat...		Assessment
	Ryker		9	Keresteci, O...	2022-03-24	2023-03-23	2024-04-14		Allow masking of crowded testing mat...		Assessment
	Jocelyn		7	Geraci, Hadia	2022-01-06	2023-11-19	2023-11-19	ADHD	Allow masking of crowded testing mat...		Assessment
	Tierney		8	Geraci, Hadia	2022-01-07	2023-01-13	2025-01-13	Anxiety	Allow snacks outside of snack time		Environment
	Les		9	Keresteci, O...	2022-04-21	2023-04-21	2024-04-14	brain malforma...	Allow student 100% extra time on asse...		Assessment

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Creating Student Groups

See [5p Creating Student Groups Based on 504 Filters](#) for more information.

Accessing Help

If you need help or information, Visit our Help Center. Click the ? in the top right corner to access the Help menu, and the 504 Plan help articles. Contact a customer support representative by emailing support@schooldata.net or clicking **Request Help**.

