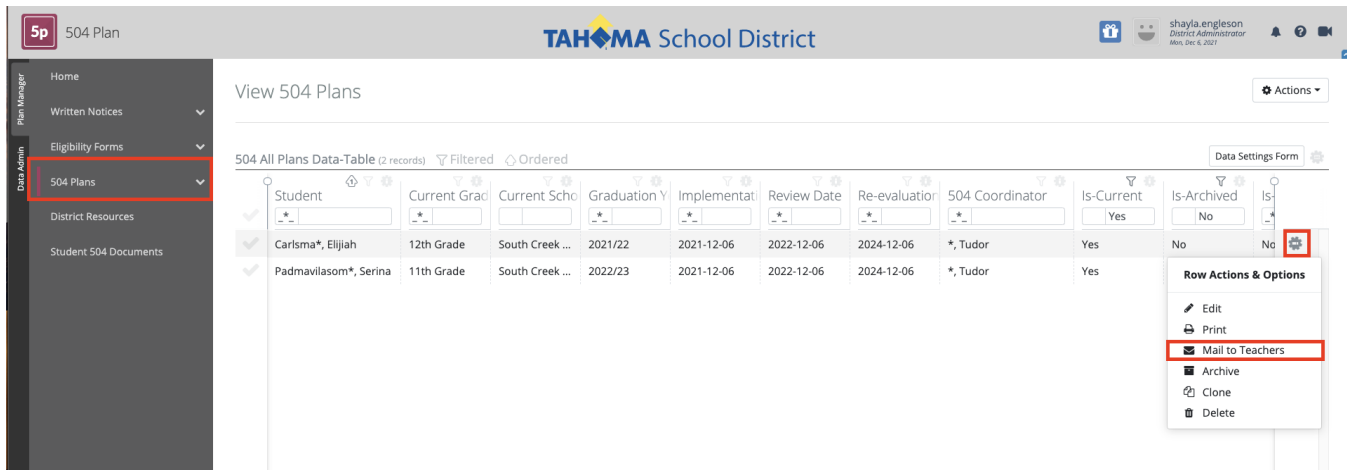# Emailing 504 Plans to Teachers

Directly from the 504 Application, users can now send the 504 plan via email to the student's current term teachers. Easily inform your teachers which students are newly on a 504 plan.
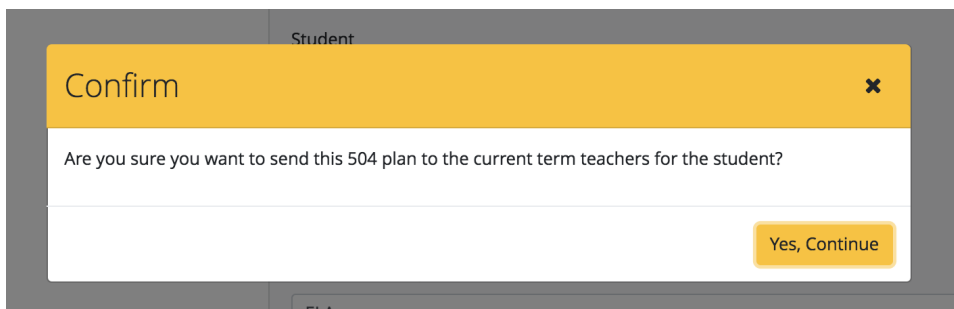
Once the plan is created, navigate to the "View my 504 Plans" tab.

Select the Mail icon, and a warning message will pop up. Select "Yes, Continue", and the email will be sent to the student's current term teachers.
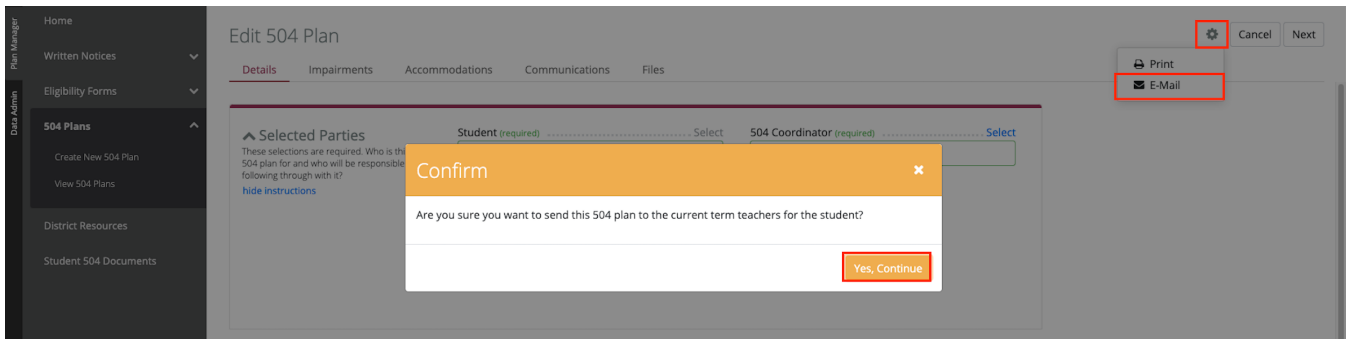

Teachers will receive an email in their inboxes. They must select the big green button to authenticate themselves, and the 504 plan will automatically download.
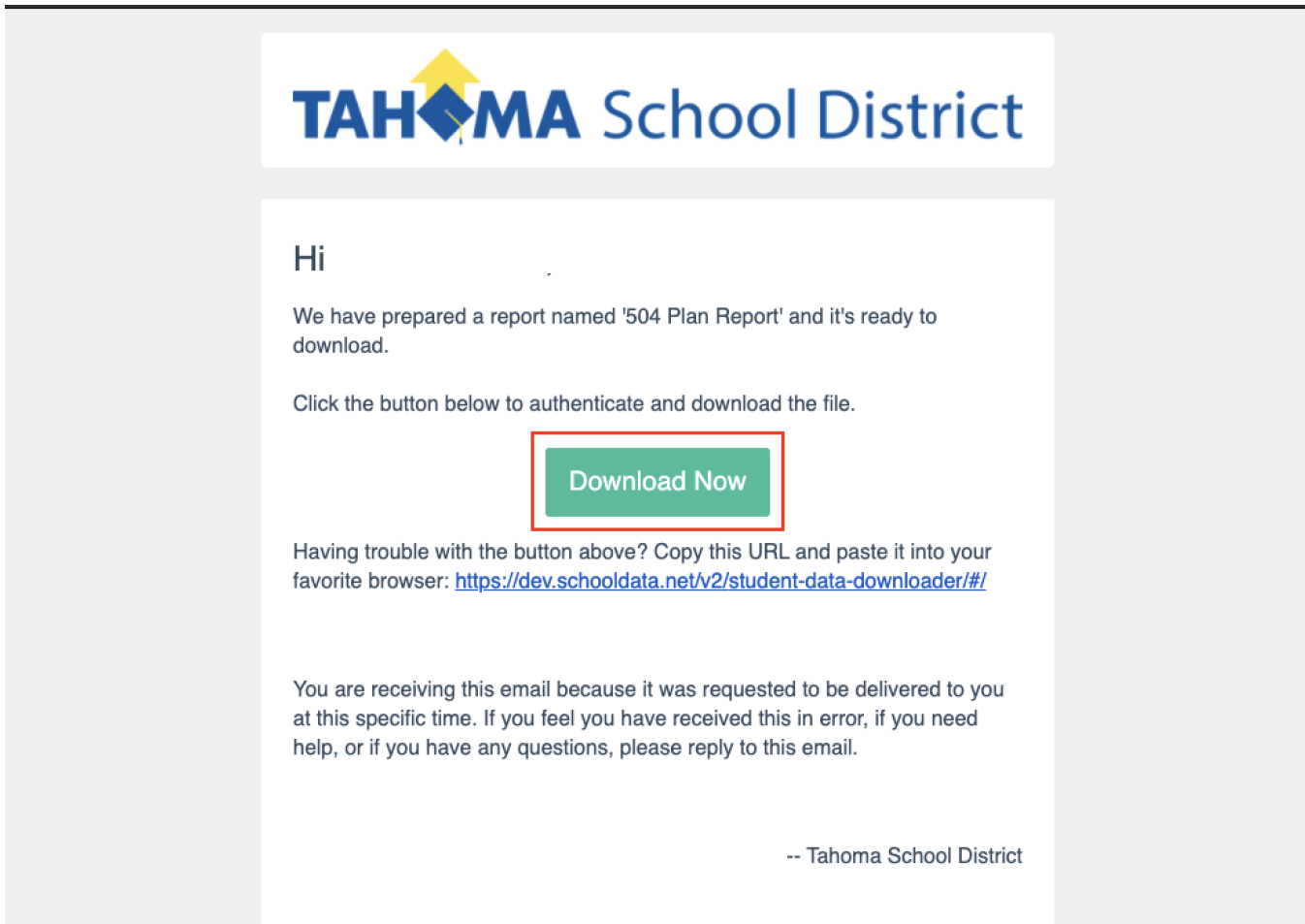
If the 504 plan needs to be edited before sending it out, select the "View 504 plan" tab >> edit plan >> and you can make your edits and send the email directly from inside the plan as well.

** Those who have permission to edit the 504 plan (creator and the 504 plan coordinator) can access email plans.