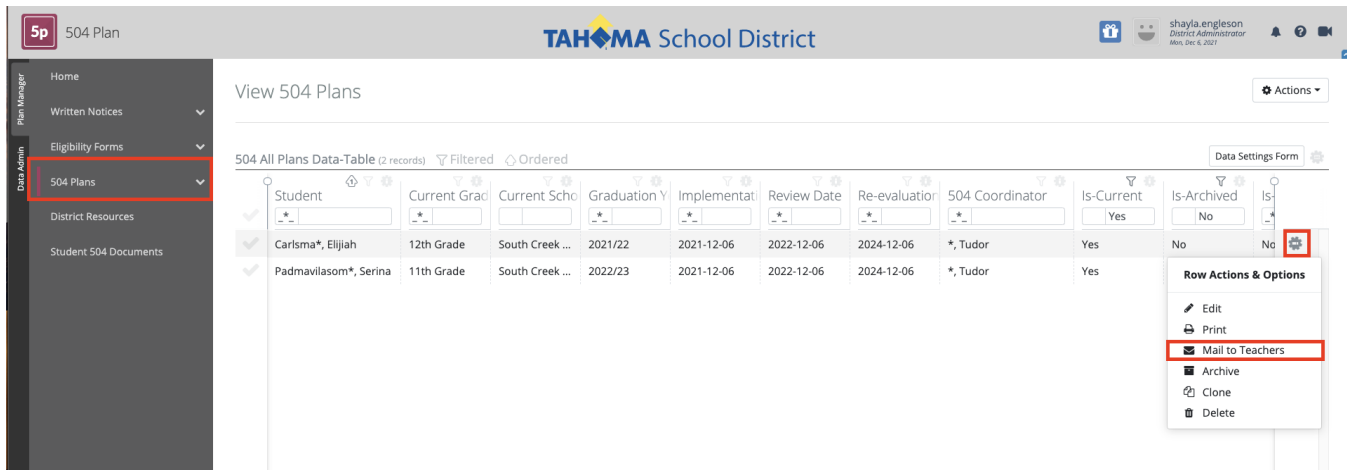


Emailing 504 Plans to Teachers

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.

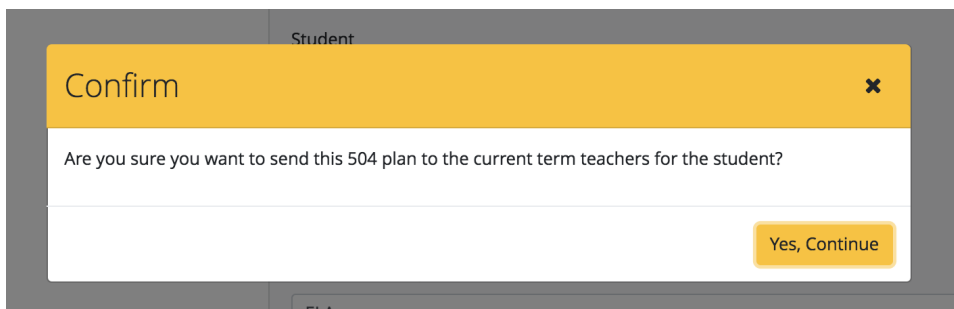
Once the plan is created, navigate to the "View my 504 Plans" tab.



The screenshot shows the 'View 504 Plans' page in the SchoolData.net application. The page header includes the '5p 504 Plan' logo, the 'TAHOMA School District' name, and the user's name 'shayla.englishon District Administrator'. The main content area displays a table of 504 plans with the following columns: Student, Current Grad, Current School, Graduation Y, Implementati, Review Date, Re-evaluation, 504 Coordinator, Is-Current, and Is-Archived. Two rows are visible: one for Carisma*, Elijah and one for Padmavilasom*, Serina. A 'Mail to Teachers' button is highlighted in the 'Row Actions & Options' menu for the second row.

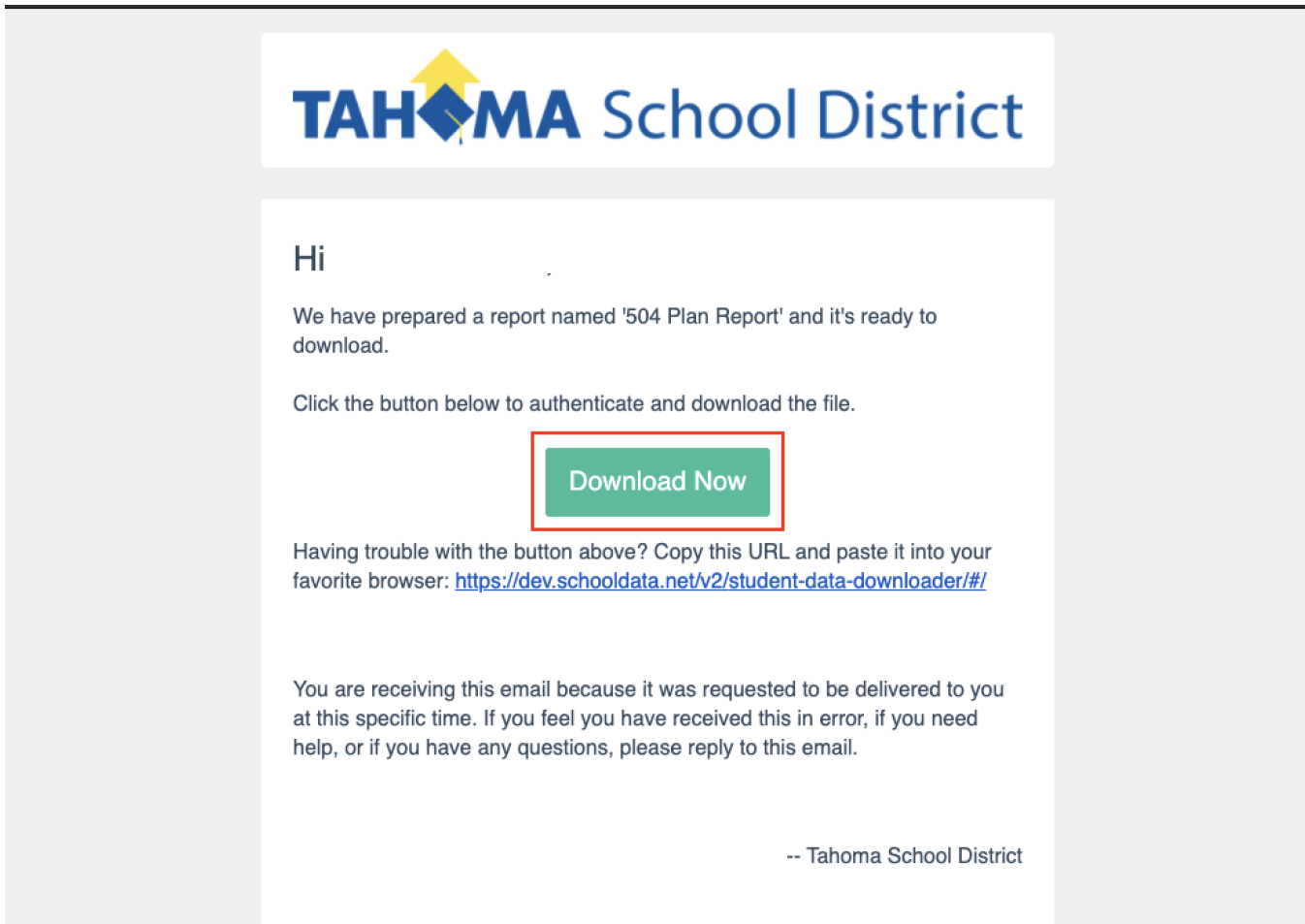
Student	Current Grad	Current School	Graduation Y	Implementati	Review Date	Re-evaluation	504 Coordinator	Is-Current	Is-Archived
Carisma*, Elijah	12th Grade	South Creek ...	2021/22	2021-12-06	2022-12-06	2024-12-06	*, Tudor	Yes	No
Padmavilasom*, Serina	11th Grade	South Creek ...	2022/23	2021-12-06	2022-12-06	2024-12-06	*, Tudor	Yes	No

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.

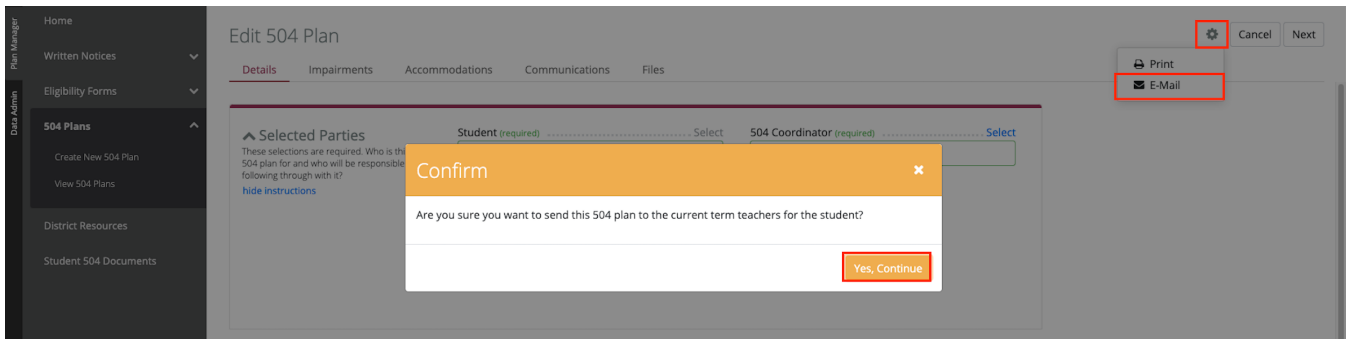


The screenshot shows a 'Confirm' dialog box with the following text: 'Are you sure you want to send this 504 plan to the current term teachers for the student?'. There is a 'Yes, Continue' button at the bottom right of the dialog box.

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.