

5P Create New/View Eligibility Forms

Getting Started

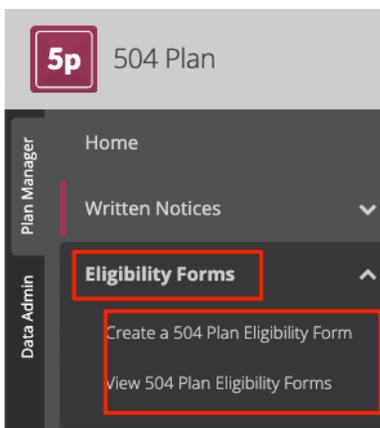
Open a Web Browser and enter your district's specific address: [\[yourdistrictname\].schooldata.net/V2/504-plan](#) and log in. If you do not remember your password, click **Reset Password** and follow the instructions.

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**.

Create a 504 Plan Eligibility Form

Creating an Eligibility Form determines if the student has a mental or physical impairment that substantially limits a significant life activity(ies), which meets or does not meet Section 504 eligibility criteria.

Locate Eligibility Forms in the left navigation menu and choose **Create a 504 Plan Eligibility Form**.



Select Parties:

- Select **Student (Required)** and **504 Coordinator (Required)**

Eligibility Criteria and Determination:

- Choose from the three statements explaining whether the student either meets the eligibility requirements or does not.

^ Select Parties Student (required) Select 504 Coordinator (required) Select

^ Eligibility Criteria and Determination

- The student has a mental or physical impairment which substantially limits a major life activity or activities.
- The student has a mental or physical impairment which does not substantially limit a major life activity or activities.
- The student does not have a mental or physical impairment which substantially limits a major life activity or activities.

Area of Disability

- Fill in the **Area of Disability (Required)**.

Accommodation Types

- Select the **Accommodation Types**: Instructional, Environmental/Accessibility, Assessment/Testing, Behavioral/Social, Other.

^ Area of Disability Area of Disability (optional)

^ Accommodation Types

- Instructional
- Environmental/Accessibility
- Assessment/Testing
- Behavioral/Social
- Other

Important Dates:

- The **Creation Date (Required)** will be prefilled with the current creation date.
- **Date Notice Sent, Date Consent Received, and Date of Meeting** is Optional.

Notes:

Explain the **Nature of Concern (Required)**, the **Impairment Description (Required)**, the **Impairment Limitation Description (Required)**, and other **Notes (Required)**.

▲ Important Dates

Creation Date (req) <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">11/23/22 </div>	Date Notice S... (opt) <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"></div>	Date Consent... (opt) <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"></div>	Date of Meeting (opt) <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"></div>
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▲ Notes

Nature of Concern (required) <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>	Impairment Description (required) <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>
Impairment Limitation Description (required) <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>	Notes (required) <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>

After the form is saved or validated, it can be printed and/or **Convert to 504 Plan**. Use the **Action Gear** button in the right corner of the page.

Edit 504 Plan Eligibility Form

[Details](#)

Cancel
Next

Print
Convert to 504 Plan

Select **Convert to 504 Plan** to start a 504 plan quickly. Specific fields will be prepopulated:

- Student Name
- 504 Coordinator Name
- Area of Disability
- Implementation Date (date of creation)
- Review Date (1 yr from date of creation)
- Periodic Re-Evaluation Date (3 yr from date of creation)

Details Impairments Accommodations Communications Files

Selected Parties

These selections are required. Who is this 504 plan for and who will be responsible for following through with it?
[hide instructions](#)

Student (required) Select

504 Coordinator (required) Select

Supplemental Educators (optional)

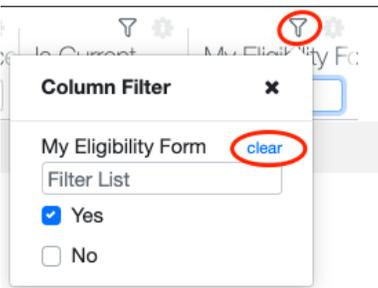
Disability

Area of Disability (required)

View 504 Plan Eligibility Form

This container is designed to show all of the eligibility forms created by the logged-in user.

To see all eligibility forms, clear the filter on the column My Eligibility Form.



Users may select multiple records to print by clicking the **Action Gear** in the top right corner and then selecting **Print Selected Prior Eligibility Form** from the drop-down menu.

pleasant village school district

 Shayla Engleson
 District Administrator
 Wed, Feb 23, 2022

View 504 Eligibility Forms Actions

Print Options

504 Plan Eligibility Forms (12 records) Filtered

Label	Current Grade	Graduation Year	Created Date	Meeting Date	Notice Sent Date	Consent Received	Is Current	My Eligibility Form	
<input checked="" type="checkbox"/> Spencer Adams's 504 Eligibility...	9th Grade	2025/26	2022-09-27	2022-09-27	2022-09-27	2022-09-27	Yes	Yes	
<input checked="" type="checkbox"/> Acosta, Savanna 504 Eligibility ...	11th Grade	2022/23	2022-05-20				Yes	Yes	
<input type="checkbox"/> Acosta, Savanna 504 Eligibility ...	11th Grade	2022/23	2022-05-04				Yes	Yes	
<input type="checkbox"/> Aiden Abadilla's 504 Eligibility ...	12th Grade	2021/22	2022-03-18	2022-09-27	2022-09-27	2022-09-27	Yes	Yes	
<input type="checkbox"/> Aiden Abadilla's 504 Eligibility ...	12th Grade	2021/22	2022-05-13	2022-05-16	2022-05-13	2022-05-16	Yes	Yes	

Users may also use row actions to view, edit, or delete by clicking the **Action Gear** for the selected row.



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View 504 Eligibility Forms ⚙️ Actions

504 Plan Eligibility Forms (12 records) Filtered

✓	Label	Current Grade	Graduation Year	Created Date	Meeting Date	Notice Sent D	Consent Recd	Is Current	My Elig	
✓	Spencer Adams's 504 Eligibility...	9th Grade	2025/26	2022-09-27	2022-09-27	2022-09-27	2022-09-27	Yes	Yes	⚙️
✓	Acosta, Savanna 504 Eligibility ...	11th Grade	2022/23	2022-05-20				Yes		
✓	Acosta, Savanna 504 Eligibility ...	11th Grade	2022/23	2022-05-04				Yes		
✓	Aiden Abadilla's 504 Eligibility ...	12th Grade	2021/22	2022-03-18	2022-09-27	2022-09-27	2022-09-27	Yes		
✓	Aiden Abadilla's 504 Eligibility ...	12th Grade	2021/22	2022-05-13	2022-05-16	2022-05-13	2022-05-16	Yes	Yes	



Row Actions & Options

- Edit
- Delete