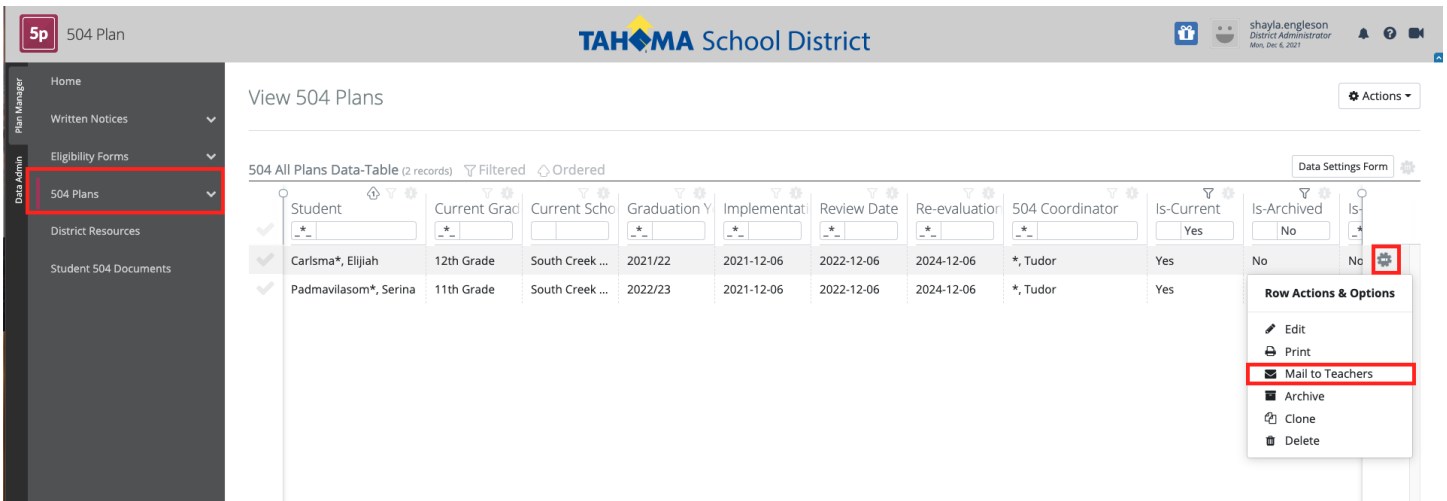


Directly from the 504 Application, users can now send the 504 plan via email to the student's current term teachers. This is to easily inform your teachers which students are newly on a 504 plan.

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



View 504 Plans

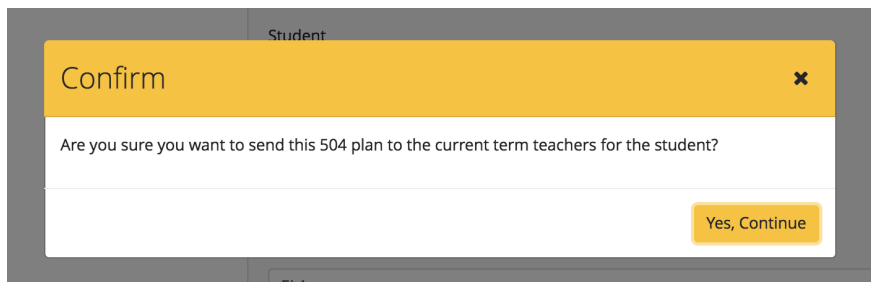
504 All Plans Data-Table (2 records) Filtered Ordered Data Settings Form

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

Row Actions & Options

- Edit
- Print
- Mail to Teachers
- Archive
- Clone
- Delete

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

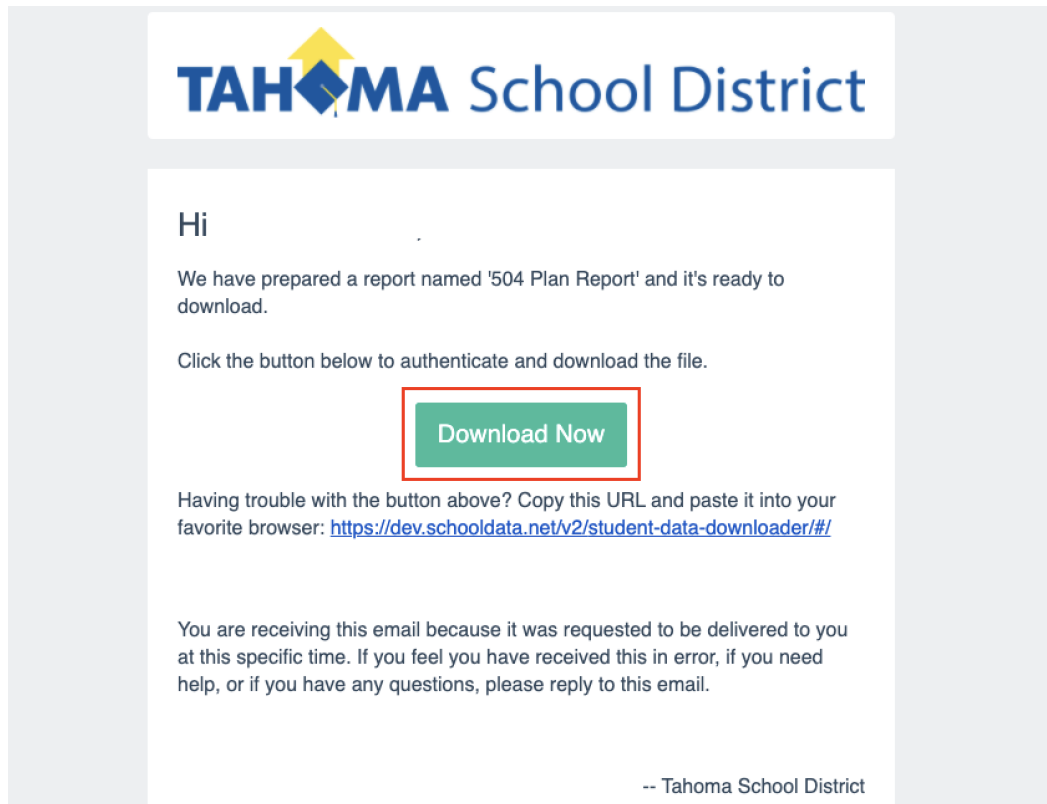


Confirm

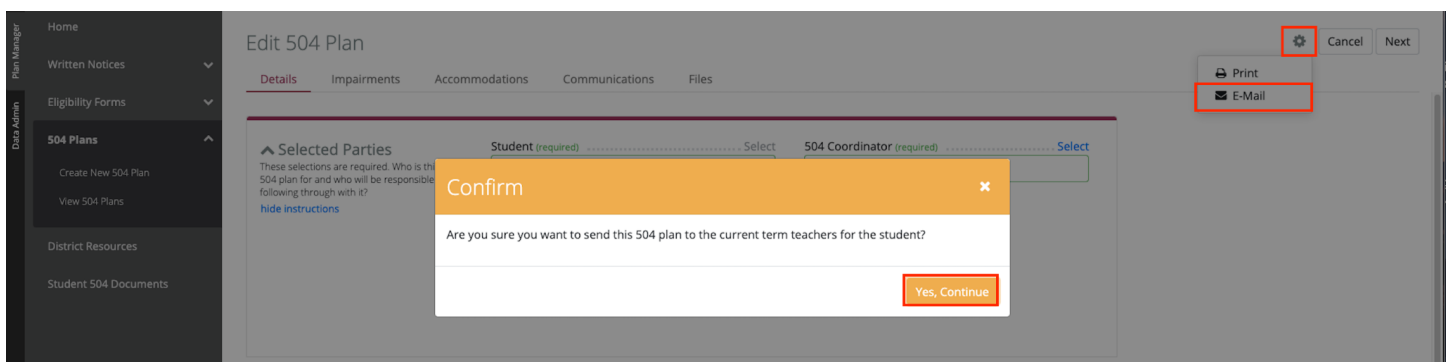
Are you sure you want to send this 504 plan to the current term teachers for the student?

Yes, Continue

Teachers will receive an email in their inbox. They will need to 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 out, select "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 permissions to edit the 504 plan (creator and the 504 plan coordinator) have the access to email plans.