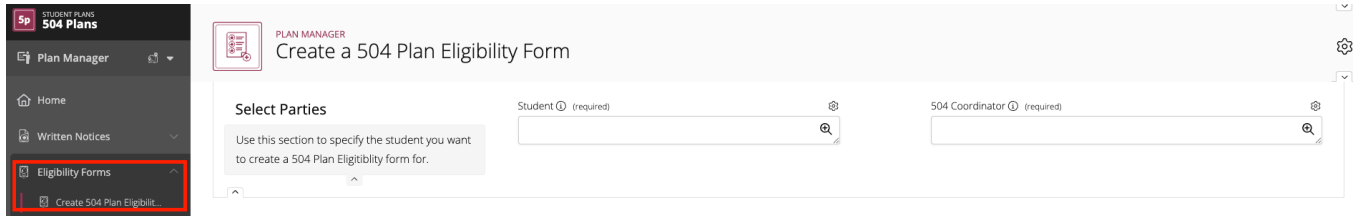


Create New/View Eligibility Forms (Connect)

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

1. Start under **Eligibility Forms** in the left navigation menu and choose **Create 504 Plan Eligibility Form**.



2. Click the **magnifying glass** in the **Student** field and click the **checkbox** next to the student.
3. Select the **504 Coordinator** similarly.
4. In the **Eligibility Criteria and Determination** section, select the radio button for one of the three options:

Eligibility Criteria and Determination

Select one of the following three options.

Indicate if student qualifies or does not qualify for a 504 Plan. (required)

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

NOTE: To qualify for a 504 plan, the Eligibility Criteria and Termination Statement, which reads “The student has a mental or physical impairment which substantially limits a major life activity or activities,” must be true and selected.

5. Next, click the **magnifying glass** in the **Disability Area(s)** field, click one or more **checkboxes** for the disability areas, and click **Accept**.

Area of Disability

Put in a short description of the area of the student's disability.

Disability Area(s) (required)

6. Select one or more **checkboxes** for the **Accommodations** the student qualifies for or should receive.

Accommodation Types

Select all the types of accommodations the student qualifies for and may require.

Accommodations (required)

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

7. Select **Important Dates: Creation Date** (This will default to today's date, but may be edited), **Date Notice sent**, **Date Consent Received**, and the **Date of Meeting**.

Important Dates

Specify the dates, if required.

Creation Date (req)

Tue, Jan 13, 2026

Date Notice Sent (opt)

Date Consent Received (opt)

Date of Meeting (opt)

- In the **Notes** section, fill in the **Nature of Concern**, **Impairment Description**, **Impairment Limitation Description**, and **Notes** field with information you may find helpful.

Notes

Use N/A for areas you feel are not necessary.

Nature of Concern (required)

Impairment Description (required)

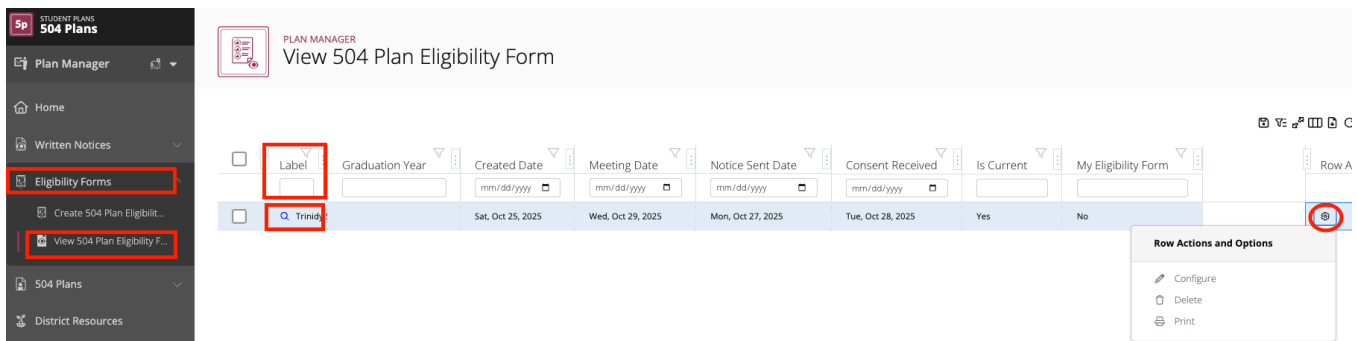
Impairment Limitation Description (required)

Notes (required)


- When finished, click **Save**.

View Eligibility Forms

- Start under **Eligibility Forms** in the left navigation menu and choose **View 504 Plan Eligibility Forms**.



PLAN MANAGER
View 504 Plan Eligibility Form

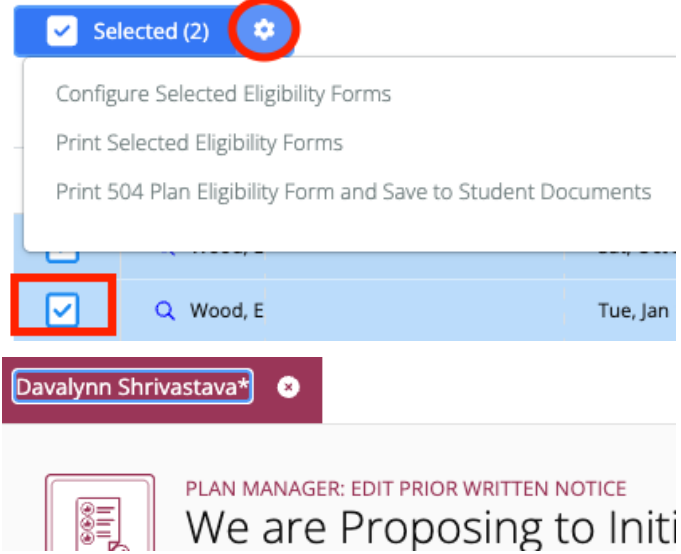
<input type="checkbox"/>	Label	Graduation Year	Created Date	Meeting Date	Notice Sent Date	Consent Received	Is Current	My Eligibility Form	Row A
<input type="checkbox"/>	Trimie		Sat, Oct 25, 2025	Wed, Oct 29, 2025	Mon, Oct 27, 2025	Tue, Oct 28, 2025	Yes	No	


Row Actions and Options

- Configure
- Delete
- Print


- You will see a data table of the Eligibility Determination Forms that have been created.
- Locate a student using the search, sorting, or **filtering** at the top of each column.
- Click the **magnifying glass** in the **Label** column to view the document.
- Click the **Row Actions Gear** to the far right to **Configure**, **Delete**, or **Print** a single document.
- To edit or print multiple documents, click one or more **checkboxes** to the far left or select the checkbox at the top of the table to select all.
 - Click the **Selected Gear** at the top left of the table and choose one of the following actions.
 - Configure Selected Eligibility Forms:** Select the student to edit by clicking the student **name tabs** at the top of the new window.
 - Print Selected Eligibility Forms**


iii. Print 504 Plan Eligibility Form and Save to Student Documents




Selected (2) 

- Configure Selected Eligibility Forms
- Print Selected Eligibility Forms
- Print 504 Plan Eligibility Form and Save to Student Documents

<input checked="" type="checkbox"/>	 Wood, E	Tue, Jan
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Davalynn Shrivastava* 

 PLAN MANAGER: EDIT PRIOR WRITTEN NOTICE
We are Proposing to Initi