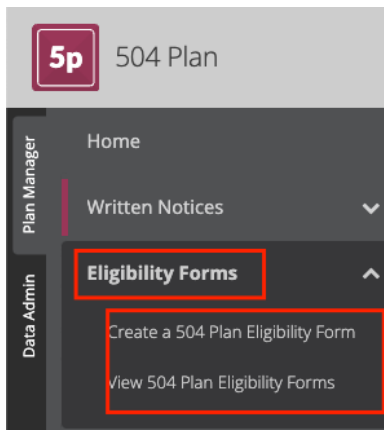


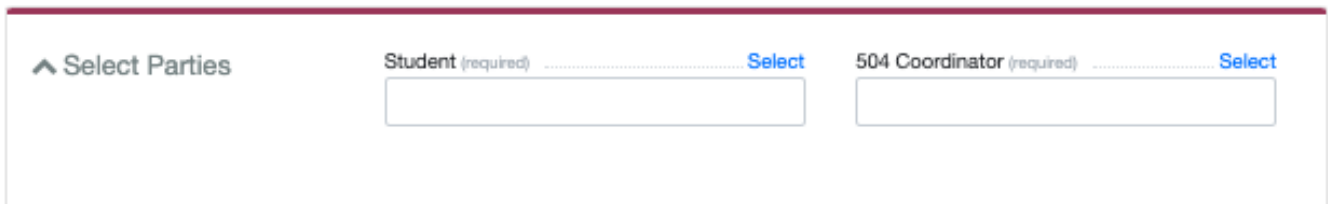
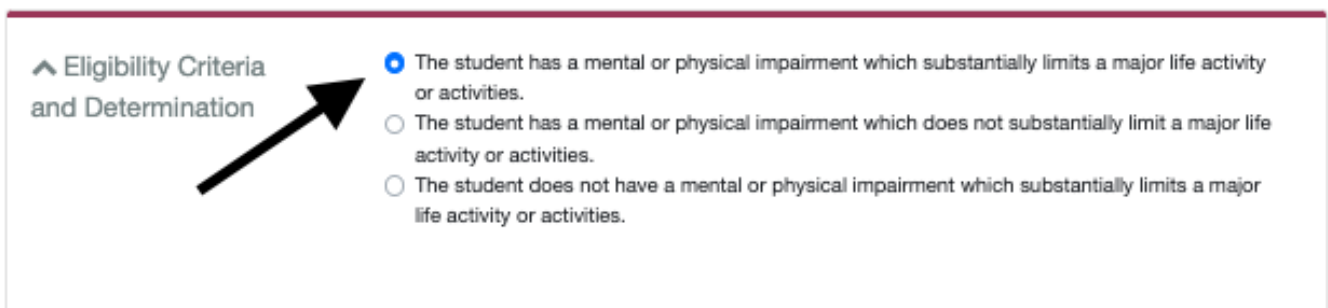
Create New/View Eligibility Forms V2

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



2. In the **Parties** section, select the **Student (Required)** and **504 Coordinator (Required)**.
3. In the **Eligibility Criteria and Determination** section, choose one of the three statements to indicate whether the student meets the eligibility requirements.

4. In the **Area of Disability** section, fill in the **Area of Disability (Required)**.
5. In the **Accommodation Types** section, 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

6. In the **Important Dates** section, the **Creation Date (Required)** will be prefilled with the current creation date. Filling in the **Date Notice Sent, Date Consent Received, and Date of Meeting** is Optional.
7. In the **Notes** section, 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;">11/23/22</div>	Date Notice S... (opt) <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">📅</div>	Date Consent... (opt) <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">📅</div>	Date of Meeting (opt) <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">📅</div>
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^ **Notes**

Nature of Concern (required) <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Impairment Description (required) <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Impairment Limitation Description (required) <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Notes (required) <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

8. Click **Save**.
9. Use the **Action Gear** button in the right corner of the page to **Print** or **Convert to 504 Plan**.

Edit 504 Plan Eligibility Form

[Details](#)

⚙️
Cancel
Next

🖨️ Print
Convert to 504 Plan

- a. Selecting **Convert to 504 Plan** will prepopulate additional fields for completion:
 - i. **Student Name**
 - ii. **504 Coordinator Name**
 - iii. **Area of Disability**
 - iv. **Implementation Date (date of creation)**

- v. Review Date (1 yr from date of creation)
- vi. 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

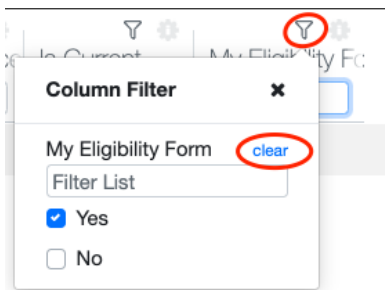
Supplemental Educators (optional) Select

Disability


Area of Disability (required)

View 504 Plan Eligibility Form

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



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


pleasant village
 school district

Shayla Engleson
 District Administrator
Met. 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 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	Yes
✓ Acosta, Savanna 504 Eligibility ...	11th Grade	2022/23	2022-05-04				Yes	Yes
✓ Aiden Abadilla's 504 Eligibility ...	12th Grade	2021/22	2022-03-18	2022-09-27	2022-09-27	2022-09-27	Yes	Yes
✓ Aiden Abadilla's 504 Eligibility ...	12th Grade	2021/22	2022-05-13	2022-05-16	2022-05-13	2022-05-16	Yes	Yes



3. Users may also use the **row actions gear** to the far right to **Edit** or **Delete**.

View 504 Eligibility Forms Actions ▾

504 Plan Eligibility Forms (12 records) Filtered

Label	Current Grade	Graduation Year	Created Date	Meeting Date	Notice Sent Date	Consent Received	Current	My Eligibility	
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

