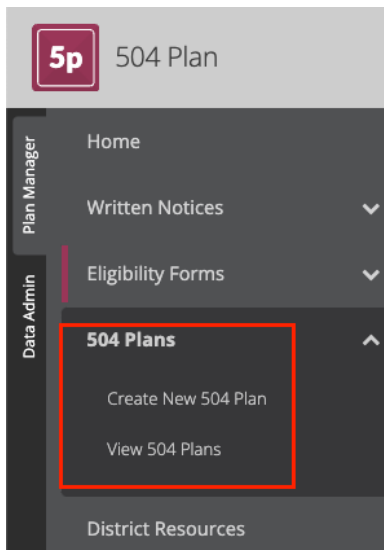


Create/View 504 Plans V2

The 504 Plan is meant to guide and assist school teams in serving their students with disabilities in a way that assures a quality education that complies with state and federal laws.

1. Locate **504 Plans** in the left navigation menu and choose **Create New 504 Plan** or **View 504 Plans**.



2. You will default to the **Detail Tab** of the Create 504 Plan page.
3. In the **Selected Parties** section, select **Student (Required)**, **504 Coordinator (Required)**, and **Supplemental Educators** (optional)
4. In the **Disability** section, select the **Area of Disability (Required)**

Selected Parties

Indicate who the 504 Plan is for and who will be responsible for following through with it.

Student Name (required)

504 Coordinator (required)

Supplemental Educators (optional)

Disability

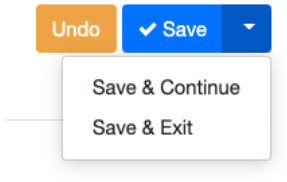
If you do not see a disability that applies in the list, contact your 504 Data Admin.

Disability Area(s) (required)

5. In the **Important Dates** section, select the following
 - a. **Implementation Date (Required)** **Date of creation**
 - b. **Review Date (Required)** This auto-populates to 1 yr from the creation date but may be changed.
 - c. **Periodic Re-Evaluation Date (Required)** This auto-populates to 3 years from the creation date but may be modified if needed.

- In the **Amendments** section, check the box if making an **Amendment**. And add any **Amendment Text** (optional) to provide additional information.

- Use the **Save and Continue** Button from the drop menu at the top right to continue.



Impairments

- Click **Next** for **Impairments**, then click the **Add Record** button.

- Select **504 Plan Impairments**. Use the **504 Impairment Notes** (optional) to add specific details about the selected impairment. Click the **Add** button.

- Use the row **Action Gear** button to **Edit** or **Delete**.

Accommodations

1. Click the **Next** Button to add **Accommodations**.
2. Use the **Add Record** button to add selected **Accommodations**.



3. Select **Accommodations** and add specific details about the selected impairment in **Notes** (optional), then click the **Add** button. Multiple accommodations may be selected. These are customizable per district and should match the **Accommodation Types** selected on the **Eligibility Form**. **NOTE:** These notes will be displayed on the printable and in the student spotlight.

Add Accommodation Add ✕

Add/Edit Accommodations

Accommodation (required) Select

Accommodation 1* ✕

Notes (optional)

4. Use the row **Action Gear** button to **Edit** or **Delete**.

Accommodation 1*	Instructional		⚙️
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Row Actions & Options

Edit

Delete

Communications

1. Click the **Next** Button to add **Communications**.
2. Use the **Add Communication** button to track correspondences with parents/guardians and others while the plan is in place.



Communication Date	Communication Method	Sent to Parent(s)	Communication

3. Enter the **Method of Communication** (optional) from the drop-down menu, select if it was sent to the parent(s), type in the actual **Communication** or a **Summary of the Communication**, and the **Communication Date**. **NOTE:** This part of the 504 Plan does not print on the report.

Configure Communication
✕

Method (optional)

Select...



 Sent to Parent(s)

Communication (required)

Communication Date (required)

12/21/22
📅

4. The container is organized by date, with the most recent dates first. Use the **Row Action** button to **Edit** or **Delete**.

Communication Date	Communication Method	Sent to Parent(s)	Communication	
12/21/2022	Email	Yes	adsjflaf	 

5. Use the **Save and Continue** Button from the drop menu at the top right to continue.

Files

1. Click the **Next** button to add Files.
2. Use the **Upload File** button to add files. Use the Upload pop-up to drag and drop files, or use the browser to search your computer for them.

Details
Impairments
Accommodations
Communications
Files

Upload File

Add Files

File	Notes

3. Use the **Row Action** button to **Download, Edit, or Delete**.
4. Clicking the **Next** button will take you to the **View 504 Plan** page.

View 504 Plans

1. The View 504 Plans Container displays all 504 Plans created by the logged-in user.
2. To see all eligibility forms, clear the **filter** in the **My Five Oh Four Plan** column.

View 504 Plans

Actions

504 All Plans Data-Table (52 records) Filtered Ordered Data Settings Form

Yes	Implementatio	Review Date	Re-evaluation	504 Coordinator	Is-Current	Is-Archived	Is-Withdrawn	Last Updated
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="text"/>

Column Filter

- My Five Oh Four Plan clear
- Filter List
- Yes
- No

3. Users may select multiple records to **print** or to the **Student Spotlight in Homeroom** by clicking the **Action Gear**.

View 504 Plans

Actions

504 All Plans Data-Table (48 records) Filtered Ordered

Student	Current Grade	Current School	Graduation Year	Implementation Date	Review Date	Re-evaluation Date	504 Coordinator	Is-Current
<input checked="" type="checkbox"/> Abbott, Maxwell	8th Grade	Maple View Mi...	2026/27	2021-12-06	2022-12-06	2024-12-06	Wakeley, Dawn	Yes
<input checked="" type="checkbox"/> Abdulmir, Yasamine	10th Grade	Tahoma Senior...	2024/25	2022-02-23	2022-02-24	2025-02-23	% Replace, Classified...	Yes

Print Options

- Print Selected 504 Plans
- Print and Add to Student Documents

4. Users may also use row **Actions** to **View, Edit, Print, Archive, Clone, Delete, and Email Plans to Teachers** (current-term teachers only).

View 504 Plans

Actions

504 All Plans Data-Table (48 records) Filtered Ordered Data Settings Form

Student	Current Grade	Current School	Graduation Year	Implementation Date	Review Date	Re-evaluation Date	504 Coordinator	Is-Current
<input checked="" type="checkbox"/> Abbott, Maxwell	8th Grade	Maple View Mi...	2026/27	2021-12-06	2022-12-06	2024-12-06	Wakeley, Dawn	Yes
<input checked="" type="checkbox"/> Abdulmir, Yasamine	10th Grade	Tahoma Senior...	2024/25	2022-02-23	2022-02-24	2025-02-23	% Replace, Classified...	Yes
<input checked="" type="checkbox"/> Abdulmir, Yasamine	10th Grade	Tahoma Senior...	2024/25	2022-02-23	2022-02-24	2025-02-23	% Replace, Classified...	Yes
<input checked="" type="checkbox"/> Abernathy, Kayla	11th Grade	Tahoma Senior...	2023/24	2021-12-29	2022-12-29	2024-12-29	% Unfilled, Para #1	Yes
<input checked="" type="checkbox"/> Abernathy, Kayla	11th Grade	Tahoma Senior...	2023/24	2022-03-18	2023-03-18	2025-03-18	% Unfilled, Para #4	Yes
<input checked="" type="checkbox"/> Abernathy, Kayla	11th Grade	Tahoma Senior...	2023/24	2022-09-27	2023-09-27	2025-09-27	*Assessments, Kind	Yes
<input checked="" type="checkbox"/> Acosta, Savanna	12th Grade	Tahoma Senior...	2022/23	2022-03-09	2023-03-09	2025-03-09	% Unfilled, Para #1	Yes
<input checked="" type="checkbox"/> Aczon, Gavin	11th Grade	Tahoma Senior...	2023/24	2022-07-26	2023-07-26	2025-07-26	% Replace, Classifi	Yes
<input checked="" type="checkbox"/> Aczon, Gavin	11th Grade	Tahoma Senior...	2023/24	2022-09-15	2022-09-16	2025-09-15	Agnew, Allison	Yes
<input checked="" type="checkbox"/> Aczon, Gavin	11th Grade	Tahoma Senior...	2023/24	2022-09-15	2022-09-16	2025-09-15	Agnew, Allison	Yes

Row Actions & Options

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