

504 Plan User Guide Basics V2

The 504 Application allows districts to navigate through the 504 eligibility process, including but not limited to:

- Creating the prior written notice
- Determining eligibility
- Creating the 504 plan
- Uploading files such as health plans
- Keep a communication log between parents/guardians and the school district

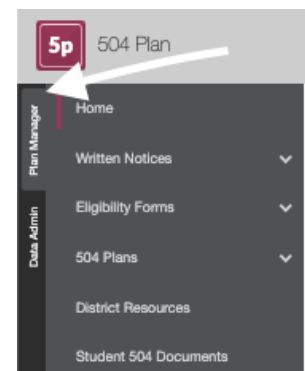
Permission to use the 504 Application should be given to those creating the 504 plans, such as the district 504 coordinator. Once a plan is made for a student, if the 504 widgets are turned on for the student spotlight, the 504 student information will be displayed in homeroom for that student. Suppose the 504 widgets are turned on for the teacher or specialist dashboard. In that case, 504 class information will display in homeroom for the student group, such as common accommodations that need to be implemented for your students.

Person Roles:

Person Roles are shown as tabs on the left navigation menu

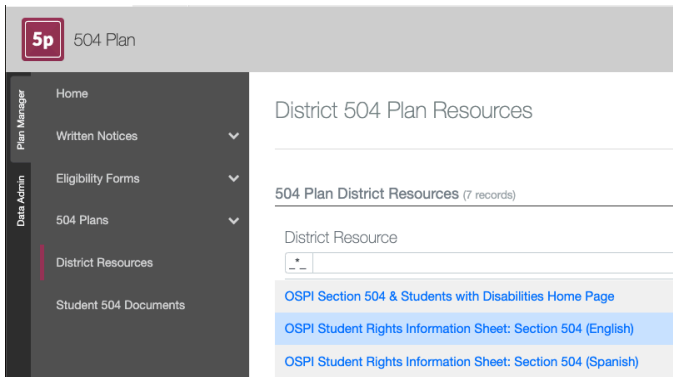
- **Plan Manager:** users who will create and edit 504 plans
- **Data Admin:** users who will manage users, plans, and customizations for a specific district.

NOTE: Only Data Admin users can delete a 504 plan



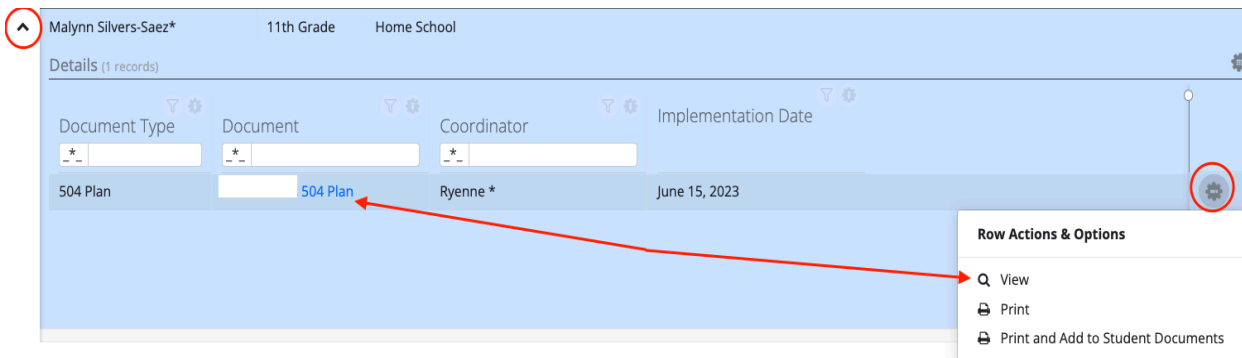
DISTRICT RESOURCES

Start in the left navigation menu and choose **District Resources**. You will see a data table of resources that your district has selected. Most resources will be links to external websites or files your district has uploaded. Click the title to navigate to the view. It will open in a new tab or window. Only users in the Data Administrator role can add or delete resources. Contact your district support for any necessary changes.



STUDENT 504 DOCUMENTS

View a student and all the documents created for that student. Users may use the **Row Actions** gear to **View**, **Print**, or **Print and Add to Student Documents** section of the Student Spotlight in Homeroom.



VIEWS OF 504 APPLICATION INFORMATION IN HOMEROOM

- **Student Spotlight:** Student Additional Services Container
- **Student Services Container:** Student Documents Container (If your district is utilizing this feature)
- **Student 504 Widget**
- Dashboard, Teacher, Specialist, or Administrator Dashboards:

In Dashboards, select either your default dashboard or the best dashboard for the user's role. Teachers or Specialists are the most commonly used, as smaller student groups can be helpful when analyzing plan data.

- **504 Plans Container:** This container shows a detailed preview of each student's 504 plan that they are connected to or have permission to see. The student group is determined by the student group on the dashboard and by the user's permissions level. Use the container actions and options to download the information as a PDF.
- **504 Accommodations Container:** This container is a data table showing a student and their accommodations. Use the container actions and options to download the information into a spreadsheet.