

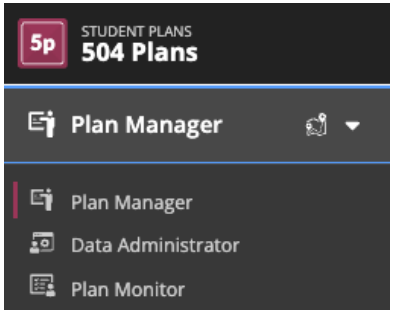
504 Plan User Guide Basics (Connect)

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:

<p>Person Roles are shown as tabs on the left navigation menu</p> <ul style="list-style-type: none"> • Plan Manager: users who will create and edit 504 plans • Plan Monitor • Data Admin: users who will manage users, plans, and customizations for a specific district. <p>NOTE: Only Data Admin users can delete a 504 plan</p>	 <p>The screenshot shows a dark-themed navigation menu. At the top, there is a header with a '5p' icon and the text 'STUDENT PLANS 504 Plans'. Below this, there are three tabs: 'Plan Manager' (with a gear icon and a dropdown arrow), 'Data Administrator' (with a person icon), and 'Plan Monitor' (with a document icon).</p>
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Manage Student 504 Documents

Here, you will learn to view or print any documentation that has been created for a student.

1. Start under **Student 504 Documents** in the left navigation menu.
2. You will see a data table listing all students for whom 504 documents have been created.
3. Click the **arrow** to the far left to view nested documents for a specific student.
 - a. Click the **magnifying glass** in the **Document column** to view the document.
 - b. Click the **Row Action Gear** and choose **Print Document** to print the single document.
4. Click the **Row Action Gear**, then choose **Print All Documents**.

View All Files

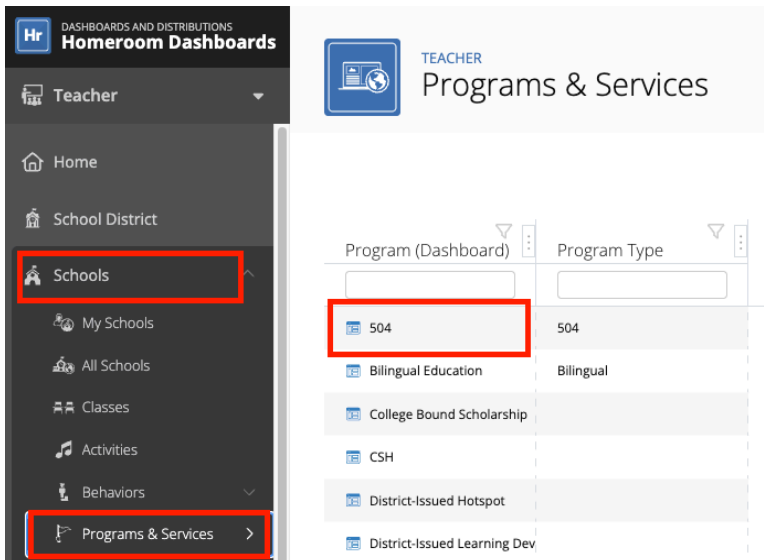
Here, you will learn to view all application user files that have been uploaded to various students' 504 Plans.

1. Start under **Student 504 Documents** in the left navigation menu and choose **All Files**.
2. You will see a data table listing the student, the plan label, the file uploaded, and the adding user.
3. To view a 504 Plan, click on the **magnifying glass** in the **Plan Label** column.
4. Click the **download icon** in the **Files** column to download the uploaded file.

VIEWS OF 504 APPLICATION INFORMATION IN HOMEROOM

Dashboard

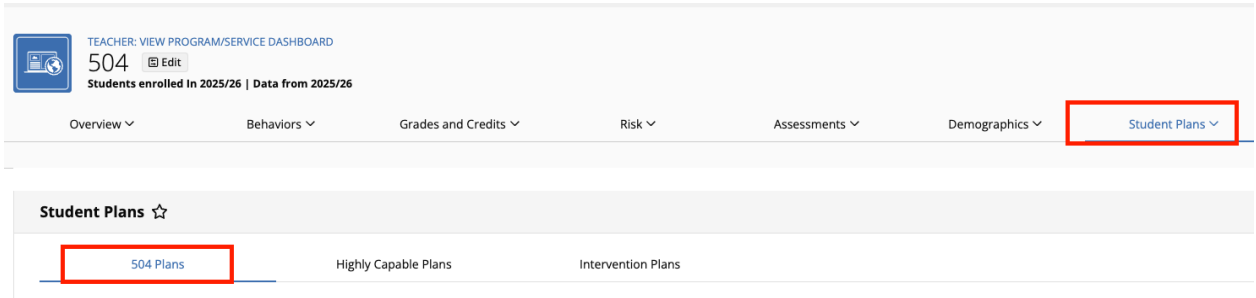
1. Start by selecting **Schools** in the left navigation, then select **Programs & Services**.
2. You will see a data table of various programs and services.
 - a. Click the **504 icon** in the **Program (dashboard)** column.




The screenshot shows the 'Homeroom Dashboards' interface for a teacher. The left navigation menu is open, with 'Schools' and 'Programs & Services' highlighted with red boxes. The main content area displays a table of programs and services. The table has two columns: 'Program (Dashboard)' and 'Program Type'. The first row in the table is highlighted with a red box, showing a '504' icon in the 'Program (Dashboard)' column and '504' in the 'Program Type' column. Below this row, several other programs are listed, including 'Bilingual Education', 'College Bound Scholarship', 'CSH', 'District-Issued Hotspot', and 'District-Issued Learning Dev'.

Program (Dashboard)	Program Type
504	504
Bilingual Education	Bilingual
College Bound Scholarship	
CSH	
District-Issued Hotspot	
District-Issued Learning Dev	

- b. You will see the **View Program/Service Dashboard** with subpages (tabs) across the top.
 - c. Click the **Student Plans Tab**, then select the **504 Plans Tab** in the container.



TEACHER: VIEW PROGRAM/SERVICE DASHBOARD

504  Edit

Students enrolled In 2025/26 | Data from 2025/26

Overview ▾ Behaviors ▾ Grades and Credits ▾ Risk ▾ Assessments ▾ Demographics ▾ **Student Plans ▾**

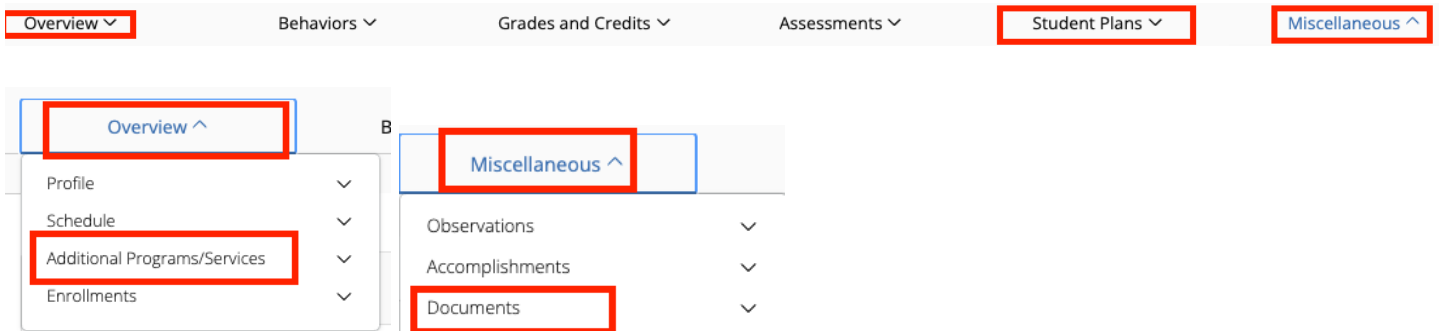
Student Plans ☆

504 Plans Highly Capable Plans Intervention Plans

d. Click the student name icon to navigate to the student dashboard for more information.

Student Dashboard

1. Click the **Overview Tab** at the top of the page and select **Additional Programs/Services**.
2. Click the **Student Plans Tab** at the top of the page and select **504 Plans**.
3. Click the **Miscellaneous Tab** at the top of the page and select **Documents**. (If your district is utilizing this feature)



Overview ▾ Behaviors ▾ Grades and Credits ▾ Assessments ▾ **Student Plans ▾** **Miscellaneous ^**

Overview ^

- Profile ▾
- Schedule ▾
- Additional Programs/Services ▾**
- Enrollments ▾

Miscellaneous ^

- Observations ▾
- Accomplishments ▾
- Documents ▾**