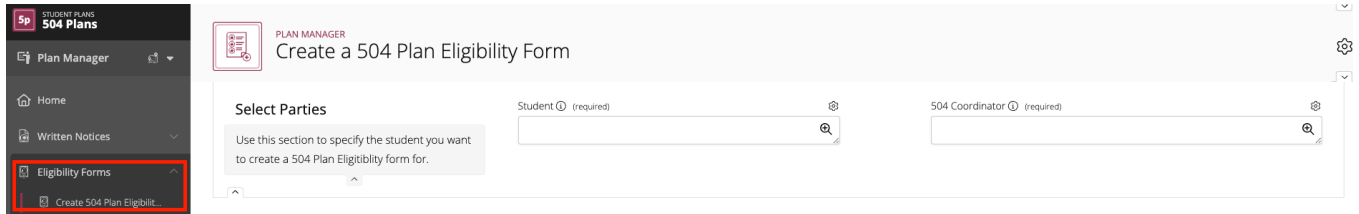


## Create and View Eligibility Forms (Connect)

Creating an Eligibility Form determines if the student has a mental or physical impairment that substantially limits a significant life activity, 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)

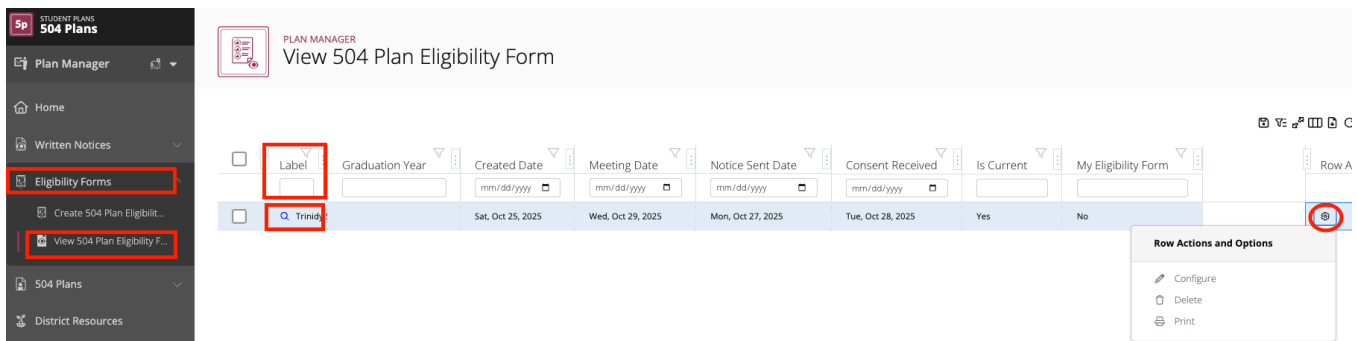
**Impairment Limitation Description** (required)

**Notes** (required)

- When finished, click **Save**.

## View Eligibility Forms

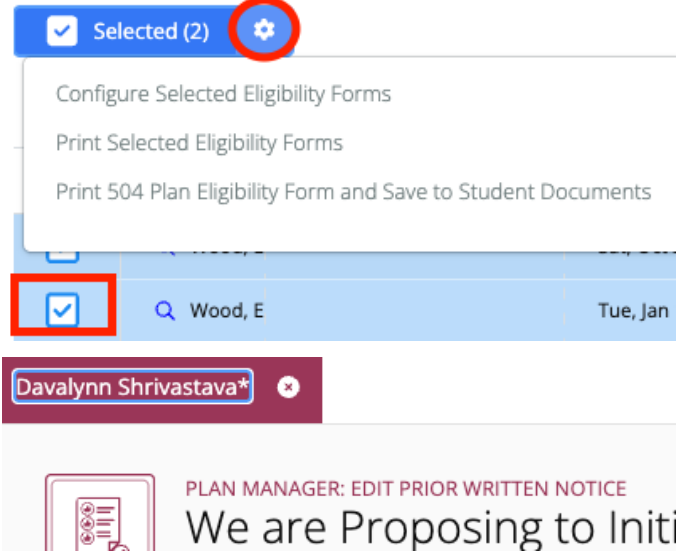
- Start with **Eligibility Forms** in the left navigation menu, then choose **View 504 Plan Eligibility Forms**.




<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"/>	Trinie		Sat, Oct 25, 2025	Wed, Oct 29, 2025	Mon, Oct 27, 2025	Tue, Oct 28, 2025	Yes	No	

- You will see a data table of the created Eligibility Determination Forms.
- Locate a student using the search, sort, or **filter options** 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