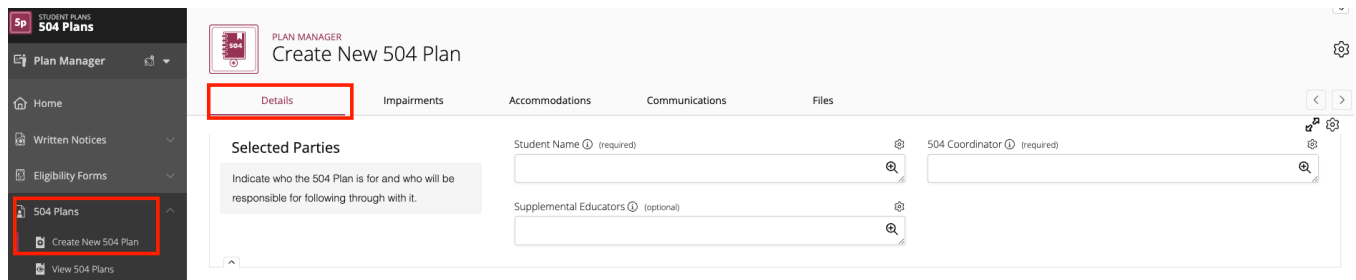


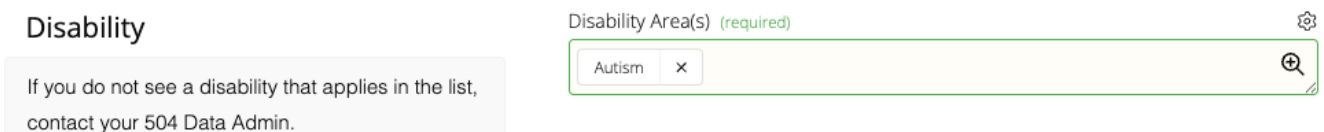
Create and View 504 Plans (Connect)

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.

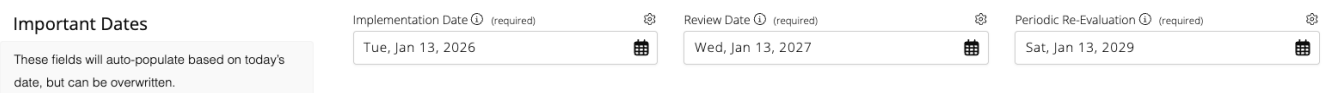
1. Start under **504 Plans** in the left navigation menu and choose **Create New 504 Plan**.
2. This will take you to the **Create New 504 Plan page**, with various subpages (tabs) across the top. You will default to the **Details** tab. Some fields on this form are optional, but you must complete each required field to save the new plan.



3. In the **Selected Parties** section, click the **magnifying glass** in the **Student** field and select the **checkbox** next to the desired student.
4. Select the **504 Coordinator** and, if applicable, the **Supplemental Educators** similarly.
5. Next, in the **Disability** section, select the **Disability Area(s)** by clicking the **magnifying glass** in the field, selecting one or more disability **checkboxes**, and clicking **Accept**.



6. Under the **Important Dates** section, confirm or edit the following:
 - a. **Implementation Date:** This will be pre-populated with today's date.
 - b. **Review Date:** One (1) year from the creation date.
 - c. **Periodic Re-Evaluation Date:** Three (3) years from the creation date.



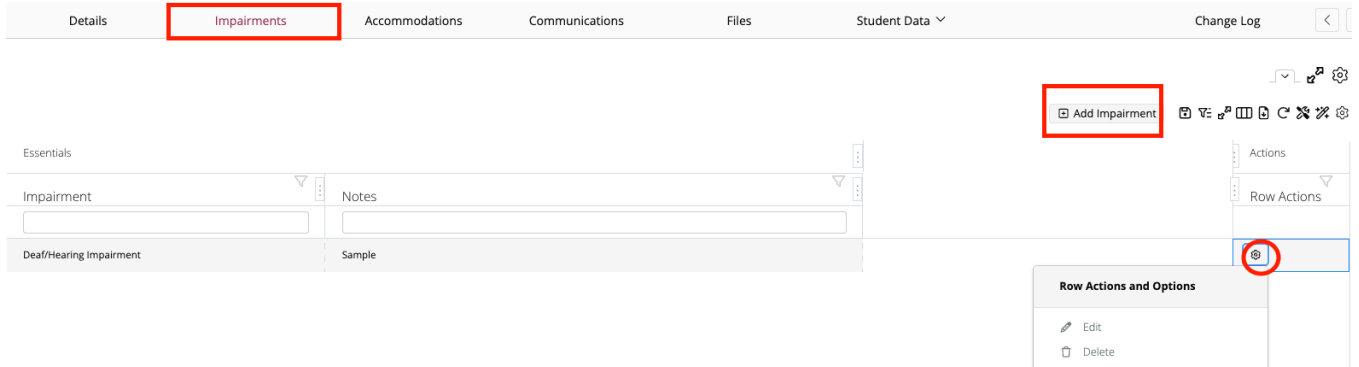
7. Last, under the **Amendments** section, select **Yes** or **No** from the **Amendment Check Box** dropdown menu.
 - a. If this plan is an amendment to a different plan, select **yes** and add any **Amendment Notes** if necessary.



8. Click **Save**.

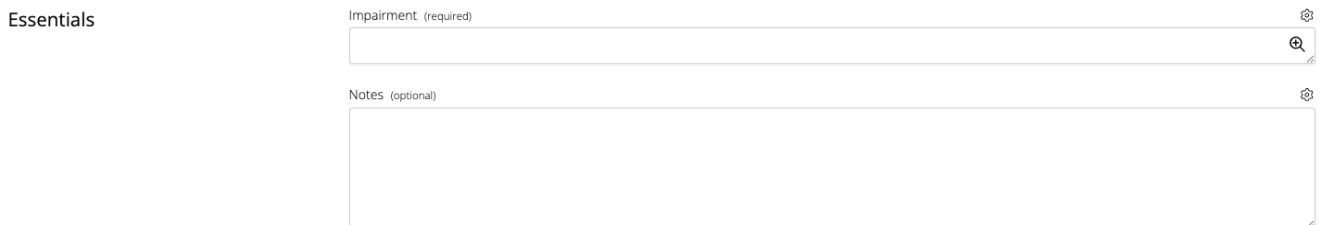
Impairments Tab

1. Click the **Impairments tab** at the top of the page.
 - a. Alternatively, start under **504 Plans** in the left navigation menu and choose **View 504 Plans**.
 - b. You will see a data table of the 504 Plans; the current user is the Plan Manager. Click the **Student's Name** to preview a plan or make changes.



The screenshot shows the 'Impairments' tab selected in the top navigation bar. Below the navigation bar, there are several tabs: 'Details', 'Impairments' (highlighted), 'Accommodations', 'Communications', 'Files', 'Student Data', and 'Change Log'. On the right side, there is an 'Add Impairment' button highlighted in red. Below this, there is a table with columns for 'Essentials', 'Impairment', 'Notes', and 'Sample'. A row is selected, and a 'Row Actions and Options' menu is open, showing 'Edit' and 'Delete' options. The 'Add Impairment' button is also highlighted in red.

2. Click the **Add Impairment** button in the top-right corner of the table.
 - a. Click the **magnifying glass** in the **Impairment** field and select the **checkbox** next to the impairment.
 - b. In the **Notes** field, add any additional information to further explain the impairment.
 - c. Click **Save**.

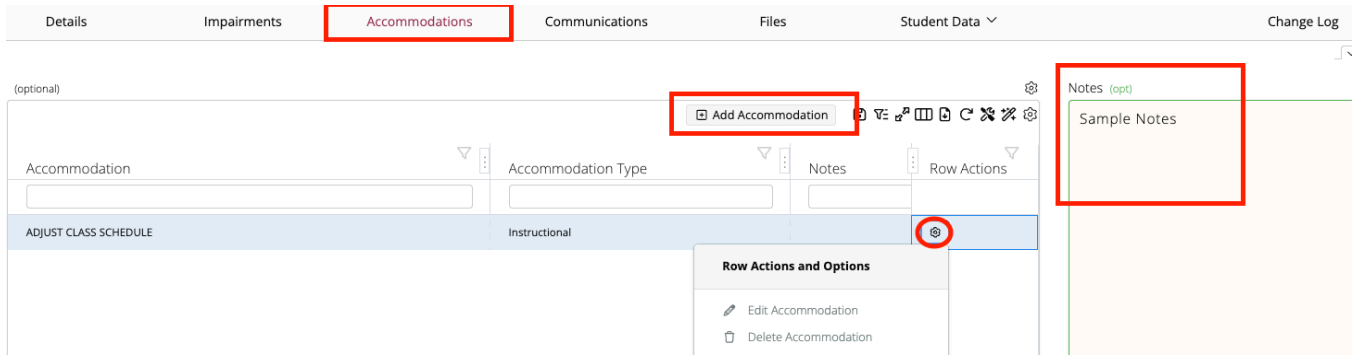


The screenshot shows the 'Add Impairment' form. It has two main sections: 'Essentials' and 'Notes'. The 'Essentials' section has a text input field for 'Impairment (required)' with a magnifying glass icon on the right. Below it is a text input field for 'Notes (optional)'. There are also small gear icons for settings on the right side of each field.

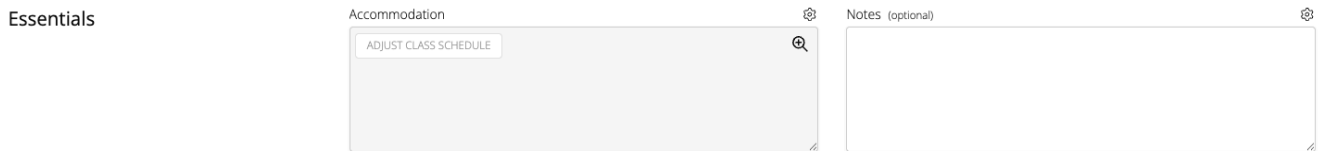
3. Click the **Row Actions Gear** to the far right to **Edit** or **Delete**.

Accommodations Tab

1. Click the **Accommodation tab** at the top of the page.
 - a. Alternatively, start under **504 Plans** in the left navigation menu and choose **View 504 Plans**.
 - b. You will see a data table of the 504 Plans, for which the current user is the Plan Manager. Click the **Student's Name** to preview a plan or make changes.



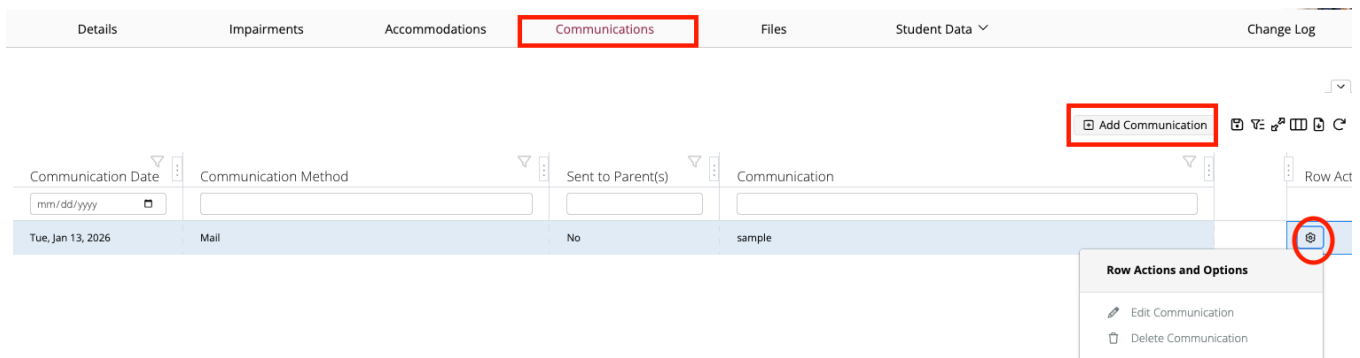
2. Click the **Add Accommodation** button in the top right of the table.
 - a. Click the **magnifying glass** in the **Accommodation** field, then select the **checkbox** next to Accommodation.
 - b. Fill in any further explanation in the **Notes** field.
 - c. Click **Save**.



3. In the Notes field on the far right, enter any notes about accommodations.
4. Click the **Row Actions Gear** to the far right to **Edit** or **Delete**.

Communications Tab

1. Click the **Communications** tab at the top of the page.
 - a. Alternatively, start under **504 Plans** in the left navigation menu and choose **View 504 Plans**.
 - b. You will see a data table of the 504 Plans for which the current user is the Plan Manager. Click the **Student's Name** to preview a plan or make changes.



2. Click the **Add Communication** button in the top right of the table.
 - a. The **Date** field defaults to today's date but may be edited.

- b. Click the **magnifying glass** in the **Communication Method** field, then select the **checkbox** for the method.
- c. Select **Yes** or **No** in the **Sent to Parent(s)** dropdown menu.
- d. Fill in the **Communication** field.
- e. Click **Save**.

Essentials

Date (req) ⚙️ Tue, Jan 13, 2026 📅

Communication Method (required) ⚙️ 🔍

Sent to Parent(s) ? (required) ⚙️

Communication (required) ⚙️

3. Click the **Row Actions Gear** to the far right to **Edit** or **Delete**.

Files Tab

1. Click the **Files tab** at the top of the page.
 - a. Alternatively, start under **504 Plans** in the left navigation menu and choose **View 504 Plans**.
 - b. You will see a data table of the 504 Plans for which the current user is the Plan Manager. Click the **Student's Name** to preview a plan or make changes.

Details Impairments Accommodations Communications **Files** Student Data ▾ Change Log

⚙️ + 🔍 📄 🗑️ 🔄 🔍 📄 🗑️ 🔄

Files	Notes	Row Actions
Screenshot 2026-01-13 at 10.31.15?AM.png		⚙️

Row Actions and Options

📄 Download

✎ Edit

🗑️ Delete

2. Click **Add File** in the top right of the data table to add supporting documentation.
 - a. Click the **“+” icon** in the File field, click **Choose Files**, and click **Accept**.
 - b. Fill in any further information in the **Notes** field.
 - c. Click **Add File to Plan**.

Essentials

File (required) ⚙️ +

Notes (optional) ⚙️

3. Click the **Row Actions Gear** to the far right to **Download**, **Edit**, or **Delete**.

Student Data Tab

- Click the **Student Data** tab at the top of the page and choose one of the following selections to view from the dropdown menu:
 - Additional Services**
 - Attendance History**
 - Languages**



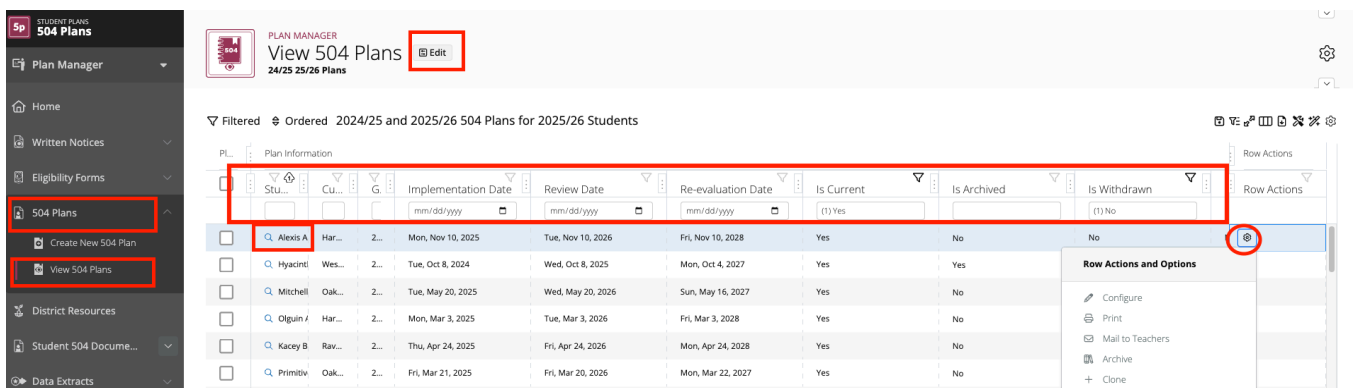
- Alternatively, start under **504 Plans** in the left navigation menu and choose **View 504 Plans**.
 - You will see a data table of the 504 Plans, for which the current user is the Plan Manager. Click the **Student's Name** to preview a plan or make changes.

Change Log Tab

- Click the **Change Log** tab at the top right of the page to view a data table of changes, dates, and times from the dropdown menu.
- Alternatively, start under **504 Plans** in the left navigation menu and choose **View 504 Plans**.
 - You will see a data table of the 504 Plans for which the current user is the Plan Manager. Click the **Student's Name** to preview a plan or make changes.

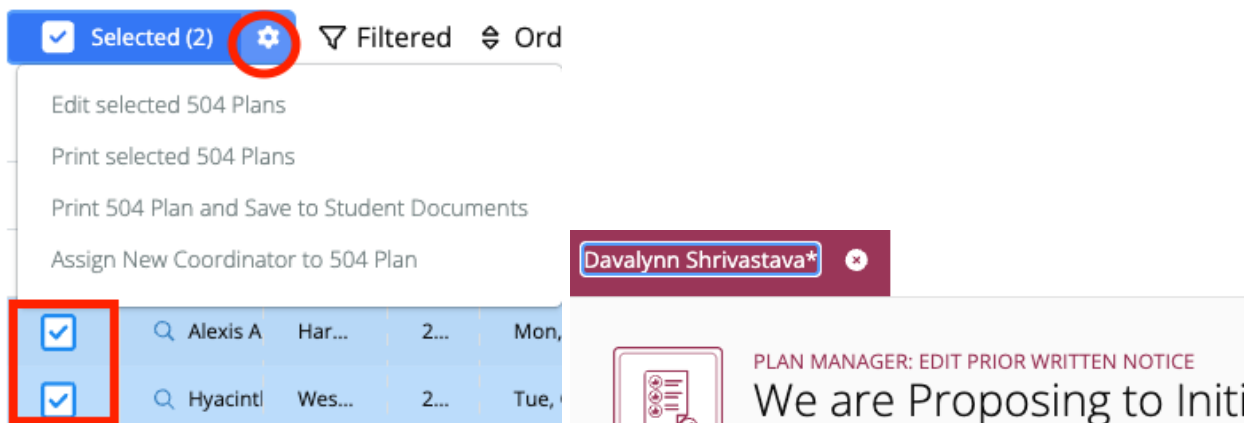
View 504 Plans

- Start with **504 Plans** in the left navigation menu, then choose **View 504 Plans**.
- You will see a data table of the 504 Plans, with the current user as the Plan Manager.
- Click the **Edit Page Data Settings** button next to the page title to edit the school year(s) to view 504 plans.



Stu...	Cu...	G...	Implementation Date	Review Date	Re-evaluation Date	Is Current	Is Archived	Is Withdrawn	
			mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	(1) Yes		(1) No	
<input type="checkbox"/>	Alexis A	Har...	2...	Mon, Nov 10, 2025	Tue, Nov 10, 2026	Fri, Nov 10, 2028	Yes	No	No
<input type="checkbox"/>	Hyacinth	Wes...	2...	Tue, Oct 8, 2024	Wed, Oct 8, 2025	Mon, Oct 4, 2027	Yes	Yes	Yes
<input type="checkbox"/>	Mitchell	Oak...	2...	Tue, May 20, 2025	Wed, May 20, 2026	Sun, May 16, 2027	Yes	No	No
<input type="checkbox"/>	Olguin	Har...	2...	Mon, Mar 3, 2025	Tue, Mar 3, 2026	Fri, Mar 3, 2028	Yes	No	No
<input type="checkbox"/>	Kacey B	Rav...	2...	Thu, Apr 24, 2025	Fri, Apr 24, 2026	Mon, Apr 24, 2028	Yes	No	No
<input type="checkbox"/>	Primitiv	Oak...	2...	Fri, Mar 21, 2025	Fri, Mar 20, 2026	Mon, Mar 22, 2027	Yes	No	No

4. Locate a student using the search, sort, or **filter options** at the top of each column.
5. Click the **magnifying glass** next to the student's name to preview a plan or make changes.
6. Click the **Row Actions Gear** to the far right for the following actions.
 - a. **Configure:** This lets you edit or further configure the 504 plan.
 - b. **Print:** This is a PDF copy of the plan.
 - c. **Mail to Teachers:** This will email a copy of the 504 plan to the student's current-term teachers.
 - d. **Archive:** This lets you archive the plan instead of deleting it.
 - e. **Clone:** This will clone the plan for a new provider and school year, if necessary.
7. To edit or print multiple forms, select one or more checkboxes to the far left of the data table or select the top checkbox to select all.
 - a. Click the **Selected Gear** at the top of the table and choose one.
 - i. **Edit Selected 504 Plans:** Select the plan to edit by clicking the **name tab** at the top of the new window.
 - ii. **Print Selected 504 Plans**
 - iii. **Print 504 Plan and Save to Student Documents**
 - iv. **Assign New Coordinator to 504 Plan**
 1. Click the **magnifying glass** in the **504 Plan Coordinator** field, then select the **checkbox** for the employee.
 2. Click **Save**.



The screenshot shows a table with two rows of data. The first row is for Alexis A. Har... and the second row is for Hyacintl Wes... Both rows have a checked checkbox in the leftmost column. Above the table, there is a blue header bar with a 'Selected (2)' indicator and a gear icon circled in red. A dropdown menu is open, listing four actions: 'Edit selected 504 Plans', 'Print selected 504 Plans', 'Print 504 Plan and Save to Student Documents', and 'Assign New Coordinator to 504 Plan'. To the right of the table, there is a purple box with the name 'Davalynn Shrivastava*' and a close button. Below the table, there is a notification banner that reads 'PLAN MANAGER: EDIT PRIOR WRITTEN NOTICE' and 'We are Proposing to Initi'.