West Orange Public School District

Section 504 Process

Step 1: Section 504 Referral	Parent or teacher suspects a disability → Parent or teacher informs Principal or 504 Co-Coordinator
Step 2: Parent Notification & Input	504 Co-Coordinator sends: Acknowledgement of Section 504 Request Letter Parent & Student Rights Brochure Parent Input Form
Step 3: Teacher Input	Teacher completes Teacher Input Form
Step 4: Evaluation & Determination of Eligibility	Section 504 Committee Evaluation and Determination of Eligibility Meeting (internal meeting)
Step 5: Evaluation Results & Plan Development	504 Co-Coordinator sends Notice of Section 504 Meeting to Review Evaluation Results to parents **Eligible** Give parent Eligibility Determination Letter and copy of Section 504 Eligibility Form Develop a Section 504 Accommodation Plan **Send copy of 504 Accommodation Plan home for parent signature** **Ineligible** **Give parent(s) Eligibility Determination Letter, copy of Section 504 Eligibility Form, and Parent Response Form**