

504 Plan

- Step 1. Access the RTI2 area by going to the student’s dashboard
- Step 2. Choose the “Special Programs/ Accomm. tab at the top of the page
- Step 3. Then click the 504 tab

Determining Criteria:

1. Has a physical impairment or disabling condition, which substantially limits one or more of life activities. (Indicated in medical records, special education documentation, evaluations, etc.)
2. Has a record of their impairment from a variety of sources (Prior 504, medical documentation, Special Education documents, attitude, achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior.)
3. Is regarded by others as having such impairment

The screenshot shows a web application interface for creating a 504 plan. The navigation menu at the top includes 'RTI2', '504', 'SPED', 'EL', 'Counseling', and 'Work Permits'. The '504' tab is highlighted. Below the navigation menu, there is a student information section with fields for 'picture', '146 Eden Road Portola, CA 95122', 'Age: 8', 'Enroll Start: 11/16/2015', 'Gender: M', 'Date of Birth: 02/26/2008', 'Parent(s): Edward Ashcroft, Ranier Ashcroft', and 'Hispanic or Latino? No'. Below this is a 'Section 504 Accommodation' form with a 'Print' button. The form includes fields for '504 Plan type: -- Choose --', '504 Coordinator: -- Choose --', 'Nurse: -- Choose --', 'Case Manager: -- Choose --', '504 Plan date: [calendar]', 'Next review/ reassessment date: [calendar]', and '504 Plan end date: [calendar]'. The 'Determining Criteria' section has three radio button options: 'Has a physical impairment or disabling condition, which substantially limits one or more of life activities. (Indicated in medical records, special education documentation, evaluations, etc.)', 'Has a record of their impairment from a variety of sources (Prior 504, medical documentation, Special Education documents, attitude, achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior.)', and 'Is regarded by others as having such impairment'. There is also a 'Major Life Activity affected:' field.

- Step 4. Fill in appropriate information and click SAVE

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