

Steps for Elementary/HS Accommodations:
504 Plan Route

This is a much more streamlined process than the IEP Route.

1. Parent provides a written request for a **504 Plan**. This would go through the Special Education Director, with copies to the Superintendent's office and the classroom teacher.
2. Public schools *do not* need to accept only a diagnosis from a doctor. (For example, requesting extended test time for ADD.) However, in typically *all* cases, schools are **very willing** to work with students and their families to allow manageability for all concerned.
3. A meeting is called for all parties involved and accommodations are discussed, noted, and put into place.
4. It is **IMPORTANT** that when a **504 Plan** is put in place, the parents and student ensure these accommodations are being met, only because they do not hold formal commitments to periodic meetings. It is up to the family to ensure criteria is being met if they want the stated accommodations to be adhered to.