

**Chesterfield County Public Schools  
ADMINISTRATIVE  
GUIDELINES AND PROCEDURES  
FOR  
SECTION 504**

**October 2014**

**ADMINISTRATIVE GUIDELINES AND PROCEDURES  
GOVERNING THE IMPLEMENTATION  
OF SECTION 504  
OF THE REHABILITATION ACT OF 1973**

**For further information regarding these guidelines and procedures, please contact:**

Section 504 Coordinator  
Chesterfield County Public Schools  
CTC @ Hull  
13900 Hull Street Road  
Midlothian, VA 23112

**phone: (804) 639-8918**

The school division does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission or access to, or treatment in, its programs or activities. Persons having questions about equal opportunity and nondiscrimination should contact the school division's Section 504 Coordinator.

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## INTRODUCTION

This document clarifies pertinent requirements of Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act of 1990 ("Title II" or the "ADA").

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 provides that "[n]o otherwise qualified individual with a disability . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . ." Title II extends this prohibition against discrimination to the full range of state and local government services, programs, and activities (including public schools) regardless of whether they receive any Federal financial assistance.

The Section 504 regulations require a school division to provide a free appropriate public education ("FAPE") to each qualified student with a disability who is in the school division's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

The school division's Director of Exceptional Education has been designated as the school division's Section 504 Coordinator. The Section 504 Coordinator is responsible for coordinating the school division's efforts to comply with Section 504 and Title II. Please contact the Section 504 Coordinator for additional information or with questions pertaining to Section 504 or Title II. The Section 504 Coordinator can be reached at the following address and phone number:

Section 504 Coordinator  
Chesterfield County Public Schools  
CTC @ Hull  
13900 Hull Street Road  
Midlothian, VA 23112

phone: (804) 639- 8918  
fax: (804) 639-6396

## **NOTICE OF NONDISCRIMINATION**

The school division takes continuing steps to notify students, parents, and the public that it does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission or access to, or treatment in, its programs or activities.

Please contact the school division's Section 504 Coordinator with inquiries regarding the division's nondiscrimination policies.

## STUDENTS PROTECTED UNDER SECTION 504

To be protected under Section 504, a student must be determined to:

1. have a physical or mental impairment that substantially limits one or more major life activities;
2. have a record of such an impairment; or
3. be regarded as having such an impairment.

If an individual meets any one of these three tests, he or she is considered to be an individual with a disability under Section 504 (and Title II). However, Section 504 only requires that school divisions provide FAPE to qualified students who have a physical or mental impairment that substantially limits one or more major life activities.

When a condition does not substantially limit a major life activity, the individual is not entitled to services under Section 504. Thus, a student who only qualifies as having a disability under either the second or third tests of this definition is protected from discriminatory treatment but is **NOT** entitled to FAPE or to a Section 504 Plan. The mere fact that a student has a “record of” or is “regarded as” disabled is insufficient, in itself, to trigger those Section 504 protections that require the provision of FAPE. An individual who meets the definition of disability solely by virtue of being “regarded as” disabled is not entitled to accommodations or the reasonable modifications in policies, practices, or procedures. The phrases “has a record of disability” and “is regarded as disabled” are meant to reach the situation in which a student either does not currently have or never had a disability, but is treated by others as such.

### **Individuals excluded from eligibility**

Section 504 excludes from the definition of a student with a disability, and from Section 504 protection, any student who is currently engaging in the illegal use of drugs when a school division acts on the basis of such use. There are three exceptions to this exclusion for individuals no longer engaging in illegal drug use:

1. The individual has successfully completed a supervised drug rehabilitation program and is no longer using drugs, or the individual has been rehabilitated and is no longer using drugs;
2. The individual is currently participating in a supervised rehabilitation program and is no longer using drugs; and
3. The individual has been erroneously regarded as engaging in the use of drugs but is not engaging in such use.

The term “individual with a disability” does not include individuals who claim disability on the basis of:

1. Homosexuality or bisexuality;
2. Sexual behavior disorders;
3. Compulsive gambling, kleptomania, or pyromania; or
4. Psychoactive substance use disorders resulting from current illegal drug use.

## **CHILD FIND**

The school division maintains what are referred to as on-going “child find” activities. At least annually, the school division undertakes to locate and identify qualified students with disabilities and to advise the public of the school division’s responsibilities under Section 504 (and the Individuals with Disabilities Education Act). The school division will make every reasonable effort to identify and locate every qualified disabled student residing within the school division’s jurisdiction who is not receiving a public education and shall inform the individual with a disability and their parents or guardians of the school division’s responsibilities under Section 504.

As part of its child find efforts, the school division annually will publish a “child find notice” in local newspapers and student handbooks, and/or place the notice in locations such as physician’s and pediatricians’ offices, and public broadcasting channels where it will likely be seen and/or heard by parents of qualified students. Public notice may also include news articles and brochures that discuss the availability of appropriate services, the nature of disabling conditions, the advisability of early intervention, and information about how to make a referral of a student suspected of having a disability.

### **CCPS PROCESS: PARENT PARTICIPATION, MEETING NOTICE and DOCUMENTS**

The parent/guardian of the student is an integral part of the team. The parent/guardian should be notified of each meeting related to the 504 Process. The parent/guardian should be notified of the need for a meeting with a reasonable amount of notice in order to participate. Notice of meetings may be made by phone and/or in writing. A sample meeting notification form is available in these guidelines. If parent/guardian cannot attend the meeting in person, staff may offer participation through conference call.

The parent/guardian should be given a copy of documents developed related to the 504 process. This includes copies of evaluations and 504-related forms. Copies should be given to the parents at the meeting if possible. If not possible, copies should be provided to the parents as soon as possible after the meeting. The original document should be maintained in the student record.

A copy of the Procedural Safeguards should be given to parent/guardian at the time of referral, the decision to evaluate, eligibility and development of each 504 Plan. A copy of these safeguards is available in the Forms section of these guidelines.

## REFERRAL

Referrals for a Section 504 evaluation may be made by any source who suspects that the student has a disability and may be eligible for services under Section 504. Referring sources include parents, teachers, counselors, support personnel, administrators, and other persons knowledgeable about the student. Referrals may be in oral or written form and must be made to the school division's Section 504 Coordinator. The referring source must explain the reasons that an evaluation is being requested.

Once the referral is received, the Section 504 Coordinator will promptly forward the request for an evaluation to a Section 504 team. The Section 504 team will meet to consider the request and determine what information is needed to complete the Section 504 evaluation process. The student's parents or guardians should be invited to the meeting.

Alternatively, if, after receiving the referral, the Section 504 Coordinator suspects that the student might have a disability under the Individuals with Disabilities Education Act ("IDEA"), the Section 504 Coordinator will refer the student to the school division's special education administrator or designee to process the request for an evaluation in accordance with the IDEA's referral process.

### CCPS PROCESS:

CCPS has a referral form (SE1) available for documenting referrals. The referring source may complete the referral form, but completion of this form is not required. If a school staff member receives a referral orally, the staff member should document the information received on the SE1. If a school staff member receives a referral through other means, such as an email or letter, that document should be considered to be the referral. The staff member may either sign and date receipt of this document, or may attach it to the SE1 and sign and date the SE1.

The date the 504 Coordinator or designee receives the referral begins the timeline for completion of the eligibility process. The meeting to review the referral and determine if an evaluation will be completed should generally be conducted within ten school days of the receipt of the referral. The eligibility determination should generally be made within sixty-five business days from the receipt of the referral. A calendar for calculating the eligibility determination due date is available on CNet>Exceptional Education>Section 504.



## **SECTION 504 TEAM**

Section 504 teams are multidisciplinary teams comprised of persons knowledgeable about the student, the meaning of evaluation data, and the placement options available for eligible students. Examples of knowledgeable persons include, but are not limited to, the student's regular education teacher, a service provider (e.g., school nurse or counselor), and the student's parents. The school division's Section 504 Coordinator shall be notified of, and will attend, if necessary, any meetings in which his/her assistance may be needed.

A Section 504 team's role is to process Section 504 referrals, conduct evaluations and reevaluations, make eligibility determinations, develop and, as necessary, revise Section 504 plans, and conduct Section 504 manifestation determination reviews.

When making its decisions, a Section 504 team must:

1. Draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior; and
2. Ensure that information obtained from all such sources is documented and carefully considered.

The weight of the information considered is determined by the Section 504 team members given the student's individual circumstances.

## EVALUATION

Determining whether a student is a qualified student with a disability under Section 504 begins with the evaluation process. Section 504 requires the use of evaluation procedures that ensure that students are not misclassified, unnecessarily labeled as having a disability, or incorrectly placed, based on inappropriate selection, administration, or interpretation of evaluation materials.

The school division is required to individually evaluate a student before classifying the student as having a disability or providing the student with a Section 504 plan. Evaluations do not necessarily include formal testing. Generally, evaluation refers to the gathering of information from a variety of sources and may include medical information, psychological evaluations, educational evaluations or other information from the student's educational file, sociological information, information provided by the student's parents or guardians, and other relevant information.

The amount of information needed is determined by a Section 504 team gathered to evaluate the student. The Section 504 team must include persons knowledgeable about the student, the meaning of evaluation data, and the placement options. The Section 504 team must determine if they have enough information to make a knowledgeable decision as to whether or not the student has a disability or, if not, what evaluations and/or additional information are needed.

The Section 504 team must draw from a variety of sources in the evaluation process so that the possibility of error is minimized. The information obtained must be documented and all significant factors related to the student's learning process must be considered. A physician's medical diagnosis may be considered among other sources in evaluating a student, but a medical diagnosis alone does not suffice as an evaluation under Section 504. Other sources to be considered, along with the medical diagnosis include aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, and adaptive behavior. In evaluating a student suspected of having a disability, it is not proper to rely on presumptions and stereotypes regarding persons with disabilities or classes of such persons.

The school division must ensure that its tests and evaluation materials:

1. are validated for the specific purpose for which they are used and are administered by trained personnel in accordance with instructions provided by the tests' developers;
2. include those tests tailored to assess specific areas of educational need and not merely those which are designed to provide a single intelligence quotient; and
3. include those tests tailored to measure the student's aptitude or achievement level rather than the student's impaired sensory, manual, or speaking skills, except where those are factors being measured.

While not a specified requirement of the law, the U.S. Department of Education interprets Section 504 as requiring parental permission for initial evaluations.

### CCPS PROCESS:

The team should use the Review of Referral and Consideration for Evaluation form (SE3a) to document the data that was reviewed and the team's decision whether or not to conduct an evaluation. If additional data is needed, the team should use the Parental Consent for Evaluation for 504 form to request parental consent for evaluations which require consent. If the team will be considering both 504 and Special Education eligibility, the SE4- Parental Consent for Evaluation form should be used instead of the 504-specific consent form. The team should use the Request for Information form (SE4a) to request parental consent for CCPS to request evaluation information from other providers working with the student, including doctors, therapists, etc.

## ELIGIBILITY DETERMINATION

The determination of whether a student has a physical or mental impairment that substantially limits a major life activity must be made on an individual basis and must be made by a Section 504 team (a group of persons knowledgeable about the student, the evaluation data, and placement options). The student's parents or guardians should be invited to participate in the meeting. In making its decision, the Section 504 team must draw upon information from a variety of sources. The information obtained and considered by the team and the eligibility decision itself must be documented, and the parents must be notified in writing of the evaluation results and eligibility decision. If a parent disagrees with the eligibility determination, they can request an impartial hearing to challenge that determination.

The Section 504 team must make a decision regarding eligibility that is based on whether or not the student has a physical or mental impairment that substantially limits one or more major life activities.

**Physical or Mental Impairment.** A physical or mental impairment is defined as:

- any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or
- any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The above list is not an exhaustive list of all diseases and conditions that may constitute physical or mental impairments.

**Major Life Activities.** The term "major life activities" includes the following activities:

Caring for one's self	Eating
Performing manual tasks	Sleeping
Walking	Standing
Seeing	Lifting
Hearing	Bending
Speaking	Reading
Breathing	Concentrating
Learning	Thinking
Working	Communicating

In addition, major life activities also include the operation of a "major bodily function" including functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. This list of major life activities is not an exhaustive list.

**Substantially Limits.** The term "substantially limits" is not defined by Section 504. The determination of whether or not an impairment substantially limits a student's major life activity is determined on a case-by-case basis and is made by a Section 504 team (a group of persons knowledgeable about the student, the evaluation data, and the placement options).

The term "substantially limits" should be construed broadly. It should not be construed to require an inappropriately high level of limitation.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures. Mitigating measures include:

- Medication
- Medical supplies, equipment, or appliances
- Low-vision devices (not including ordinary glasses and contact lenses)
- Prosthetics
- Hearing aides, implants, and devices
- Mobility devices
- Oxygen therapy equipment and supplies
- Assistive technology
- Reasonable accommodations
- Auxiliary aides or services, including interpreters for the hearing impaired and readers for the visually impaired
- Learned behavioral or adaptive neurological modifications

Thus, the effects of these mitigating measures may not be taken into account in determining whether a student's impairment is "substantially limiting."

An impairment that substantially limits only one major life activity need not limit other major life activities to be considered a disability.

An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active. A student with such an impairment is entitled to FAPE.

**Temporary Impairments.** A student with a temporary impairment (e.g., burns, broken limbs, short-term illness, etc.) might be temporarily eligible under Section 504. A temporary impairment does not constitute a disability for purposes of Section 504 unless its severity is such that it results in a substantial limitation of one or more major life activities for an extended period of time. Temporary impairments must be resolved on a case-by-case basis, taking into consideration both the duration (or expected duration) of the impairment and the extent to which it actually limits a major life activity.

#### **CCPS PROCESS:**

The date the 504 Coordinator or designee receives the referral begins the timeline for completion of the eligibility process. The eligibility determination should generally be made within sixty-five business days from the receipt of the referral. A calendar for calculating the eligibility determination due date is available on CNet. The team should use the Section 504 Eligibility Form to document the team's discussion and determination of eligibility.

## SECTION 504 PLAN and PLACEMENT

Once a student is identified as being eligible under Section 504, a decision must be made regarding the placement and the types of services or accommodations the student needs in order to receive FAPE. These services or accommodations should be recorded in a document referred to as a Section 504 plan.

The foundation of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of individuals with disabilities as adequately as the needs of students without disabilities are met. An appropriate education could consist of education in regular classes, education in regular classes with the use of supplementary services, or special education and related services. The placement decision must ensure that the student is placed in the most integrated setting appropriate.

The Section 504 plan should describe only those accommodations and/or services determined necessary for the student to receive FAPE. The team may consider such areas of accommodations for the student's academic program, adaptations to testing procedures, behavioral intervention strategies, or other specialized services, including related services. Accommodations used for state and district wide testing should be those used in the classroom on an on-going basis.

The Section 504 team may develop the plan immediately following the determination of eligibility as a qualified person to receive Section 504 accommodations and/or services, or another meeting may be scheduled for this purpose. The plan should be developed within a reasonable period of time, generally 30 calendar days, following the team's eligibility determination. The student's parents or guardians should be invited to participate in any Section 504 plan meetings.

In determining what services will be included in the student's Section 504 plan, the Section 504 team should consider the following factors:

1. Least Restrictive Environment:

- a. The team shall create a placement for the Section 504 student that ensures the provision of educational services with persons who are not disabled to the maximum extent possible appropriate to the needs of the qualified student.
- b. The team shall presume that the regular classroom is the appropriate placement, unless it is demonstrated that the qualified student's education in the regular classroom with the use of supplementary aids and services cannot be achieved satisfactorily.
- c. If the team places a qualified student in a setting other than the regular classroom, it shall consider the proximity of the alternative setting to the qualified student's home.

2. Free Appropriate Public Education:

- a. The Section 504 team ensures that services are designed to meet the individual needs of the Section 504 student as adequately as the needs of students without disability are met.
- b. A qualified student's educational program under Section 504 is provided without cost to the parents of the qualified student, regardless of where those services are provided or by whom.
- c. If the school division has made available a free appropriate public education as required by Section 504 and the qualified student or his/her parents choose to place the student in a private school, the school division is not required to pay for the qualified student's education in the private school or provide Section 504 services in the private school.
- d. Section 504 students are entitled to access opportunities for nonacademic services and extracurricular activities that are comparable to those offered to their nondisabled peers.

A copy of the Section 504 plan should be provided to the student's teachers, other service providers, and the parents. Teachers must implement the provisions of the Section 504 plans for those students for whom they are responsible. Thus, it is imperative that relevant teachers and other service providers receive any necessary training in order to assist them in fulfilling their responsibilities to implement provisions of a student's Section 504 plan.

The 504 plan should be implemented as soon as possible following its development, and should be reviewed and a new plan should be developed annually.

#### CCPS PROCESS:

It is the practice of CCPS to conduct a 504 Team meeting annually to review and develop an appropriate 504 Plan. Plans may be reviewed and revised more frequently if there is a request to do so or if additional information is received that may impact the plan. The plan should be written on the 504 Plan form. Each time the plan is revised or re-written, a new 504 Plan form should be used.

Accommodations should be directly related to the impact of the disability as determined by the evaluation data used to determine eligibility and any data collected since then such as teacher observation.

**Transfer Students.** If a student with a disability transfers to the school division with a Section 504 plan from another school division, the receiving school division should promptly review the plan and supporting documentation. If the Section 504 team determines that the plan is appropriate, the school division is required to implement the plan. If the school division determines, however, that the plan is inappropriate, the school division must evaluate the student and determine which educational program is appropriate for the student.

Information regarding the enrollment and special education/Section 504 processes for students in the custody of DSS can be found in *Fostering Connections: Joint Guidance for School Stability of Children in Foster Care*. This document can be found on the VDOE website:  
[http://www.doe.virginia.gov/support/student\\_family/foster\\_care\\_students/index.shtml](http://www.doe.virginia.gov/support/student_family/foster_care_students/index.shtml)

**Educational Setting.** The school division will ensure that the facilities, services, and activities that are provided to qualified individuals with disabilities are comparable to other facilities, services, and activities of the school division.

**Program Accessibility.** Qualified individuals with disabilities cannot be excluded from programs or activities because the building facilities are inaccessible or unusable. The school division's program or activities must have a full range of accessible support features, which include parking, accessible routes, entrances, signage, restrooms, drinking fountains, alarms, and doors.

**Nonacademic services.** All nonacademic and extracurricular services and activities must be provided to qualified individuals with disabilities in a manner that affords them an equal opportunity for participation. These services and activities include counseling, physical recreational activities, transportation, health services, clubs, physical education, athletics, and employment.

**Length of School Day.** Qualified students with disabilities must receive a school day of the same length as students without disabilities unless their Section 504 plans (or IEPs) require a modified school day.

## **REEVALUATION**

The school division must periodically reevaluate students who are eligible under Section 504. A suggested timeline for this periodic reevaluation is every three years, unless the parent and/or school personnel request an earlier reevaluation.

The Section 504 team will convene with notice to the student's parents to decide if additional information is required to determine continued eligibility under Section 504. In some cases, review of existing data and other information will be sufficient. If the team determines that new assessments are necessary, parental consent for those assessments should be obtained.

Section 504 also requires the school division to conduct a reevaluation prior to a significant change in placement. Long-term removals (more than 10 school days at a time) are considered a significant change in placement. Moreover, cumulative short-term removals exceeding 10 days in a school year that constitute a pattern are considered a significant change in placement. Further, transferring a student from one type of program to another or terminating or significantly reducing a related service is also considered a significant change in placement, which requires a reevaluation.

### **CCPS PROCESS:**

It is the practice of CCPS to conduct a re-evaluation three years from the date of the last eligibility determination. Eligibility may be determined prior to the three year anniversary if the parent and/or school personnel request an earlier reevaluation or if information has been received that may impact eligibility.

The 504 Team should review existing data and determine if current data is sufficient to determine eligibility, or if additional data is needed. The team should use the Consideration for Evaluation for Triennial or Re-evaluation for 504 form to document this decision. If additional data is needed, the team should use the Parental Consent for Evaluation for 504 and/or SE4a to gain parent consent to conduct new assessments or to request data from other providers working with the student such as doctors, therapists, etc.

If no new data is needed to determine eligibility, the team may determine eligibility in the same meeting or a separate eligibility meeting may be scheduled. If the team determines evaluations are needed, the evaluations should be completed in order for eligibility determination to be completed by the due date. Eligibility determination is documented on the Section 504 Eligibility Form.

The 504 eligibility team should consider if the current Section 504 Plan continues to be appropriate, or if a 504 Plan review is needed based on the eligibility determination. If the team determines the 504 Plan should be reviewed, the team may revise the 504 Plan at the same meeting, or a separate meeting may be scheduled for this purpose. If the team determines a review of the 504 Plan is needed, it should generally be completed within 30 days of the eligibility determination.

### **Termination of Section 504 Services**

A qualified student's teacher, parent, the student, or a school administrator may request that a student's Section 504 team reevaluate the student in order to determine if the student continues to be eligible for Section 504 services. In reviewing such a request, the Section 504 team should:

1. consider all current assessments and other relevant information;
2. determine if any updated formal evaluations are necessary; and
3. determine the student's eligibility as a qualified Section 504 student. In so doing, the Section 504 team should ensure that:

- a. the student's parents receive notice of the team's meeting;
- b. its decision is documented; and
- c. the parents receive written communication of the team's decision and a copy of the Section 504 Procedural Safeguards.

## **DISCIPLINE PROCEDURE**

Section 504 affords qualified students with disabilities special protections when it comes to discipline. Long-term removals of more than 10 days and short-term removals that constitute a pattern of removals are subject to special rules. Under Section 504, qualified students with disabilities cannot be expelled or suspended from school for more than 10 school days for misconduct that was a manifestation of the student's disability. In addition, the FAPE requirement of Section 504 likely includes appropriate procedures for discipline, designed to meet individual educational needs of students with disabilities as adequately as the needs of nondisabled students are met.

Section 504 also prohibits the school division from disciplining qualified students more harshly than nondisabled students on the basis of disability.

### Discipline Procedure:

The following procedures apply to qualified students receiving Section 504 services who are involved in disciplinary incidents.

1. Disciplinary removals for 10 school days or less at a time ("short-term removals") are not considered a significant change in placement and therefore do not require a Manifestation Determination Review ("MDR").
2. A series of short-term removals in excess of 10 school days may create a pattern of removals that constitutes a significant change in placement, thus, requiring an MDR. To determine whether a pattern of short-term removals exist, the following factors should be considered:
  - a. the length of each suspension;
  - b. the total amount of time that the student is excluded from school;
  - c. the proximity of the suspensions to each other; and
  - d. the substantial similarity of the student's current behavior to previous incidents that resulted in the series of removals.
3. Disciplinary removals for more than 10 school days at a time ("long-term removals") are considered a significant change in placement, thus, requiring an MDR.
4. Exceptions:
  - a. A qualified student who currently is engaging in the illegal use of drugs or in the illegal use of alcohol may be removed from his/her educational placement for a drug or alcohol offense to the same extent that such disciplinary action is taken against nondisabled students.
  - b. In such an instance, no Section 504 evaluation, MDR, or impartial hearing is available to the student nor is it required. Educational services will be provided only to the same extent as they are to nondisabled students following such disciplinary action.

When a long-term removal (unless as described in 4a. and b.) of a student with a Section 504 Plan is being considered or a pattern or short-term removals exists, the student's Section 504 team (i.e., a group of persons knowledgeable about the student, the evaluation data, and placement options) should convene to evaluate the



relationship between the student's disability and misbehavior in order to determine whether the misbehavior was a manifestation of the student's disability. The student's parents or guardians should be invited to participate in the evaluation process. Team members should have available current information from a variety of sources that will give them an understanding of the student's disability, such as attendance and academic records, psychological evaluation data, behavior plans, discipline records, staff observations, parent information, and annotative records when making this determination.

The Section 504 team shall determine whether or not the student's behavior was a manifestation of the student's disability. The behavior will be considered a manifestation of the student's disability if:

1. The conduct was caused by or had a direct and substantial relationship to the student's disability; or
2. The conduct was the direct result of the school division's failure to implement the student's Section 504 Plan.

The team's determinations should be documented in writing and provided to the student's parents along with a copy of the Section 504 procedural safeguards.

If the team determines that the misconduct was not caused by the disability, the school can impose whatever removal it would impose under the same circumstances if a student without disability were the offender. The school is not required to provide educational services to a Section 504 student during this period of removal, if such services are not provided to students without disability during such removals.

If it is determined that the misconduct was caused by the disability, the student may not be removed and the team should continue with the evaluation by reviewing the student's Section 504 Plan to determine whether the current educational placement is appropriate and, if necessary, the Section 504 Plan should be revised to address the student's current needs.

**In-School Suspensions:** In-school suspensions ("ISS") that total more than 10 consecutive school days may be a significant change in placement thus requiring an MDR if the ISS results in an interruption in the student's educational program or services.

**Bus Suspensions:** Revoking transportation services can constitute a significant change in placement. The school division can change the mode or method of providing transportation services to a disabled student if that student is endangering himself or others. Incidents of misconduct on the bus should be handled in the same manner as a disciplinary incident in school.

#### **CCPS PROCESS:**

The Placement Review and Manifestation Determination forms are included in these guidelines. Additional information regarding this process can be found in the Managing Student Conduct manual maintained by each administrator and in the Special Education Procedure Manual (on CNet).

## PROCEDURAL SAFEGUARDS

The school division has a system of procedural safeguards in place for actions regarding the identification, evaluation, or placement of a student. This system includes the following:

1. Notice;
2. An opportunity for the parents to examine relevant records;
3. An impartial hearing with opportunity for participation by the parents and representation by counsel; and
4. A review procedure.

**Notice:** Section 504 requires the school division to provide notice to parents explaining any evaluation and placement decisions affecting their child and explaining the parents' rights to review relevant records and challenge any decision regarding evaluation and placement through an impartial hearing.

**Records:** The school division protects the confidentiality of all student education records as provided by applicable law and provides parents with the opportunity to examine relevant records.

**Impartial Hearing Procedure:** An impartial hearing is an administrative procedure conducted by an impartial hearing officer to resolve disagreements regarding the identification, evaluation, or educational placement that arise between a parent(s) and the school division.

### Section 504 Impartial Hearing Procedure

1. Impartial hearings are available under Section 504 to resolve disagreements between parents and the school division over matters related to the identification, evaluation, or educational placement of a student with a disability. See 34 C.F.R. § 104.36.
  - (a) Exception for student use of drugs or alcohol. School divisions can take disciplinary action against any student with a disability "who currently is engaging in the illegal use of drugs or in the use of alcohol to the same extent that such disciplinary action is taken against students who are not individuals with disabilities." 29 U.S.C. § 705(20)(C)(iv). Furthermore, disciplinary matters relating to a student's current use of illegal drugs or alcohol are not reviewable in a hearing. See id.
  - (b) These hearing procedures shall not be used if the remedy requested by the complainant is available through the due process procedures set forth in the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. § 1415 (f).
2. Requesting a Hearing
  - (a) Requests for hearings shall be made in writing and directed to the school division's Section 504 Coordinator ("coordinator"). A hearing must be requested within ninety (90) calendar days of the dispute giving rise to the hearing. The hearing request must include the following information:
    - (i) The name of the student, the address of the residence of the student (or available contact information in the case of a homeless student), and the name of the school the student is attending;
    - (ii) In the case of a homeless student or youth (within the meaning of section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a(2)), available contact information for the student and the name of the school the student is attending;

- (iii) A description of the decision(s) made by the school division with which the complainant disagrees, including facts relating to such decision; and
- (iv) A proposed resolution of the problem to the extent known and available to the party at the time.

3. Appointment of a Hearing Officer

- (a) The coordinator will appoint an impartial hearing officer from the list of special education hearing officers maintained by the Supreme Court of Virginia. The hearing officer should be appointed within five (5) school days of receipt of a request for a hearing.

4. Pre-Hearing Procedures

- (a) The hearing officer is responsible for the following matters prior to the hearing:
  - (i) Within five (5) school days of appointment, securing a date, time, and location for the hearing that are convenient to both parties, and notifying both parties, in writing, of the date, time, and location of the hearing.
  - (ii) Ascertaining whether the parties will be represented at the hearing.
  - (iii) Ascertaining whether the hearing will be open to the public.
  - (iv) Ensuring that the hearing is accurately recorded either by recording equipment or by a court reporter.
- (b) A list of witnesses and documentary evidence for the hearing (including all evaluations and related recommendations that each party intends to use at the hearing) must be exchanged by the parties and received by the hearing officer at least five (5) school days before the hearing. The hearing officer has the authority to exclude any documentary evidence which was not provided and any testimony of witnesses who were not identified at least five (5) school days before the hearing.
- (c) Pre-hearing conferences should be held, if appropriate.

5. Hearing Procedures

- (a) The parties have the following rights in a hearing:
  - (i) to participate in the hearing and be represented by counsel at their own expense;
  - (ii) to present evidence and cross-examine witnesses; and
  - (iii) to obtain a copy of the transcript or a tape recording of the hearing (the cost of the transcript to be borne by the requesting party).
- (b) For hearings requested on behalf of students, the student may attend the hearing.
- (c) In connection with the hearing, the hearing officer shall:
  - (i) Maintain an atmosphere conducive to impartiality and fairness.

- (ii) Ensure the appointment of a surrogate parent by the school division, if appropriate, pursuant to the regulations adopted by the State pursuant to the IDEA.
  - (iii) Maintain an accurate record of the proceedings.
  - (iv) Issue a written decision to all parties setting forth findings of fact and conclusions of law based on the evidence presented in the hearing.
  - (v) Render a written decision within forty-five (45) calendar days from the date of appointment, unless continued upon a request of either party to the hearing. A continuance can be granted by the hearing officer upon a showing of good cause.
  - (vi) Assign the burden of proof to the party seeking relief.
- (d) The hearing officer shall hold all records for thirty (30) calendar days after issuance of a decision. In the event an appeal is noted, the coordinator will provide the hearing officer with the name and address of the review officer and request that the records be forwarded to the review officer. The hearing officer shall transmit the records to the review officer within three (3) school days of the coordinator's request. In the event that no appeal is made, the hearing officer shall return the records to the coordinator.

**Review Procedure:** A review procedure is available for appealing impartial hearing decisions to a review officer.

**Section 504 Review Procedure**

1. Any party aggrieved by the hearing officer's decision may appeal the decision to a review officer. See 34 C.F.R. § 104.36.
2. An appeal may be noted by an aggrieved party by filing a written notice of appeal with the school division's Section 504 Coordinator ("coordinator") within thirty (30) calendar days of the date of the decision issued by the hearing officer.
3. An impartial review officer must be appointed by the coordinator from the same list from which the initial hearing officer was appointed and within five (5) school days of the request for review.
4. The review officer will conduct an impartial review of the hearing decision.
5. The review officer shall:
  - (a) advise the parties of the right to be represented by counsel at their own expense during the review proceedings;
  - (b) examine the record of the hearing;
  - (c) determine whether the procedures at the impartial hearing were in accordance with the requirements of due process;
  - (d) afford the parties an opportunity for written or oral argument, or both, at the discretion of the review officer;
  - (e) seek additional evidence, if necessary; and
  - (f) issue a written decision.
6. The review officer shall uphold the initial decision unless it is found to be arbitrary or capricious, contrary to law, or not supported by evidence.
7. The review officer's decision must be issued within thirty (30) calendar days from the date of appointment, unless continued at the request of a party. A continuance can be granted by the review officer upon a showing of good cause. A copy of the decision must be sent to all parties.
8. The record of the administrative hearings shall be sent by the review officer to the coordinator upon the issuance of the decision.
9. The coordinator is responsible for maintaining all records of hearings and transmittal to court in the event of judicial proceedings.
10. Any party aggrieved by the review officer's decision may file a civil action in a court of appropriate jurisdiction. See 29 U.S.C. § 794a.

## GRIEVANCE PROCEDURE

Persons who believe that the school division has discriminated against them because of their disability and thus violated Section 504 or Title II of the ADA can file a written grievance (complaint) with the school division's Section 504 Coordinator. Once a written grievance is received, the school division will investigate the allegations contained in the written grievance in an effort to reach a prompt and equitable resolution.

A grievance may be filed by a student, the student's parent or parents, or a school division employee. A grievance must meet the following requirements:

The grievance must be in writing. At a minimum, it must contain (1) the nature of the grievance; (2) the facts upon which the grievance is based, including a list of all witnesses; (3) the remedy requested; and (4) the complainant's signature and the date the grievance is filed.

The written grievance must be filed with the school division's Section 504 Coordinator ("coordinator") at the following address:

Section 504 Coordinator  
Chesterfield County Public Schools  
CTC @ Hull  
13900 Hull Street Road  
Midlothian, VA 23112

Fax: (804) 639-6396

The grievance should be reported as soon as possible and within thirty (30) school days of the occurrence. This time frame may be lengthened for extraordinary circumstances.

The complainant must have the opportunity to present verbal and written evidence.

The coordinator or designee will independently investigate the allegations to determine whether the school division is in compliance with Section 504 and the ADA. The coordinator or designee will provide a written report of the investigation within thirty (30) school days of receipt of the complaint. The report should include the following information:

- A statement of the complainant's allegations and the remedy sought;
- A statement of facts as contended by each party;
- A narrative describing attempts to resolve the grievance;
- A list of the witnesses interviewed and the documents reviewed during the investigation;
- A statement of facts as determined by the coordinator or designee with reference to the evidence to support each fact;
- The coordinator or designee's conclusion as to whether the allegations are valid; and
- If the coordinator or designee does determine that the allegations are valid, the report should include any corrective action determined by the coordinator or designee.

An extension of the thirty (30) school day time limit may occur if necessary as determined by the coordinator or designee. The complainant will be notified in writing of the extended time limit.

The complainant shall have an opportunity to make a written appeal to the school division's superintendent within ten (10) school days of receiving the coordinator's report. Following an appeal, the superintendent or the superintendent's designee will review the complainant's appeal along with the coordinator's report and then

respond in writing to the complainant within thirty (30) school days of receiving the appeal. The superintendent or the superintendent's designee shall either confirm or disapprove the coordinator or designee's decision.

An extension of the thirty (30) school day time limit may occur if necessary as determined by the superintendent or the superintendent's designee. The complainant will be notified in writing of the extended time limit.

#### Non-Retaliation

Retaliation against students, school personnel or parent/guardians who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings.

For additional information about the grievance procedure, please contact the school division's Section 504 Coordinator.

# PROCEDURES



## SECTION 504 DISCIPLINE PROCEDURE

The following procedures apply to qualified students receiving Section 504 services who are involved in disciplinary incidents.

1. Disciplinary removals for 10 school days or less at a time (“short-term removals”) are not considered a significant change in placement and therefore do not require a Manifestation Determination Review (“MDR”).
2. A series of short-term removals in excess of 10 school days may create a pattern of removals that constitutes a significant change in placement, thus, requiring an MDR. To determine whether a pattern of short-term removals exist, the following factors should be considered:
  - (a) the length of each suspension;
  - (b) the total amount of time that the student is excluded from school;
  - (c) the proximity of the suspensions to each other; and
  - (d) the substantial similarity of the student’s current behavior to previous incidents that resulted in the series of removals.
3. Disciplinary removals for more than 10 school days at a time (“long-term removals”) are considered a significant change in placement, thus, requiring an MDR.
4. Exceptions:
  - (a) A qualified student who currently is engaging in the illegal use of drugs or in the illegal use of alcohol may be removed from his/her educational placement for a drug or alcohol offense to the same extent that such disciplinary action is taken against nondisabled students.
  - (b) In such an instance, no Section 504 evaluation, MDR, or impartial hearing is available to the student nor is it required. Educational services will be provided only to the same extent as they are to nondisabled students following such disciplinary action.

When a long-term removal of a student with a Section 504 Plan is being considered or a pattern or short-term removals exists, the student's Section 504 team (i.e., a group of persons knowledgeable about the student, the evaluation data, and placement options) should convene to evaluate the relationship between the student's disability and misbehavior in order to determine whether the misbehavior was a manifestation of the student's disability. The student's parents should be invited to participate in the evaluation process. Team members should have available current information from a variety of sources that will give them an understanding of the student's disability, such as attendance and academic records, psychological evaluation data, behavior plans, discipline records, staff observations, parent information, and annotative records when making this determination.

The Section 504 team shall determine whether or not the student’s behavior was a manifestation of the student’s disability. The behavior will be considered a manifestation of the student’s disability if:

1. The conduct was caused by or had a direct and substantial relationship to the student’s disability; or
2. The conduct was the direct result of the school division’s failure to implement the student’s Section 504 plan.

The team's determinations should be documented in writing and provided to the student's parents along with a copy of the Section 504 procedural safeguards.

If the team determines that the misconduct was not caused by the disability, the school can impose whatever removal it would impose under the same circumstances if a student without disability were the offender. The school is not required to provide educational services to a Section 504 student during this period of removal, if such services are not provided to students without disability during such removals.

If it is determined that the misconduct was caused by the disability, the student may not be removed and the team should continue with the evaluation by reviewing the student's Section 504 Plan to determine whether the current educational placement is appropriate and, if necessary, the Section 504 Plan should be revised to address the student's current needs.

**In-School Suspensions:** In-school suspensions ("ISS") that total more than 10 consecutive school days may be a significant change in placement thus requiring an MDR if the ISS results in an interruption in the student's educational program or services.

**Bus Suspensions:** Revoking transportation services can constitute a significant change in placement. The school division can change the mode or method of providing transportation services to a disabled student if that student is endangering himself or others. Incidents of misconduct on the bus should be handled in the same manner as a disciplinary incident in school.

## SECTION 504 IMPARTIAL HEARING PROCEDURE

### Section 504 Impartial Hearing Procedure

1. Impartial hearings are available under Section 504 to resolve disagreements between parents and the school division over matters related to the identification, evaluation, or educational placement of a student with a disability. See 34 C.F.R. § 104.36.
  - (a) Exception for student use of drugs or alcohol. School divisions can take disciplinary action against any student with a disability “who currently is engaging in the illegal use of drugs or in the use of alcohol to the same extent that such disciplinary action is taken against students who are not individuals with disabilities.” 29 U.S.C. § 705(20)(C)(iv). Furthermore, disciplinary matters relating to a student’s current use of illegal drugs or alcohol are not reviewable in a hearing. See id.
  - (b) These hearing procedures shall not be used if the remedy requested by the complainant is available through the due process procedures set forth in the Individuals with Disabilities Education Act (“IDEA”), 20 U.S.C. § 1415 (f).
2. Requesting a Hearing
  - (a) Requests for hearings shall be made in writing and directed to the school division’s Section 504 Coordinator (“coordinator”). A hearing must be requested within ninety (90) calendar days of the dispute giving rise to the hearing. The hearing request must include the following information:
    - (i) The name of the student, the address of the residence of the student (or available contact information in the case of a homeless student), and the name of the school the student is attending;
    - (ii) In the case of a homeless student or youth (within the meaning of section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a(2)), available contact information for the student and the name of the school the student is attending;
    - (iii) A description of the decision(s) made by the school division with which the complainant disagrees, including facts relating to such decision; and
    - (iv) A proposed resolution of the problem to the extent known and available to the party at the time.
3. Appointment of a Hearing Officer
  - (a) The coordinator will appoint an impartial hearing officer from the list of special education hearing officers maintained by the Supreme Court of Virginia. The hearing officer should be appointed within five (5) school days of receipt of a request for a hearing.
4. Pre-Hearing Procedures
  - (a) The hearing officer is responsible for the following matters prior to the hearing:
    - (i) Within five (5) school days of appointment, securing a date, time, and location for the hearing that are convenient to both parties, and notifying both parties, in writing, of the date, time, and location of the hearing.

- (ii) Ascertaining whether the parties will be represented at the hearing.
  - (iii) Ascertaining whether the hearing will be open to the public.
  - (iv) Ensuring that the hearing is accurately recorded either by recording equipment or by a court reporter.
- (b) A list of witnesses and documentary evidence for the hearing (including all evaluations and related recommendations that each party intends to use at the hearing) must be exchanged by the parties and received by the hearing officer at least five (5) school days before the hearing. The hearing officer has the authority to exclude any documentary evidence which was not provided and any testimony of witnesses who were not identified at least five (5) school days before the hearing.
- (c) Pre-hearing conferences should be held, if appropriate.

## 5. Hearing Procedures

- (a) The parties have the following rights in a hearing:
- (i) to participate in the hearing and be represented by counsel at their own expense;
  - (ii) to present evidence and cross-examine witnesses; and
  - (iii) to obtain a copy of the transcript or a tape recording of the hearing (the cost of the transcript to be borne by the requesting party).
- (b) For hearings requested on behalf of students, the student may attend the hearing.
- (c) In connection with the hearing, the hearing officer shall:
- (i) Maintain an atmosphere conducive to impartiality and fairness.
  - (ii) Ensure the appointment of a surrogate parent by the school division, if appropriate, pursuant to the regulations adopted by the State pursuant to the IDEA.
  - (iii) Maintain an accurate record of the proceedings.
  - (iv) Issue a written decision to all parties setting forth findings of fact and conclusions of law based on the evidence presented in the hearing.
  - (v) Render a written decision within forty-five (45) calendar days from the date of appointment, unless continued upon a request of either party to the hearing. A continuance can be granted by the hearing officer upon a showing of good cause.
  - (vi) Assign the burden of proof to the party seeking relief.
- (d) The hearing officer shall hold all records for thirty (30) calendar days after issuance of a decision. In the event an appeal is noted, the coordinator will provide the hearing officer with the name and address of the review officer and request that the records be forwarded to the review officer. The hearing officer shall transmit the records to the review officer within three (3) school days of the coordinator's request. In the event that no appeal is made, the hearing officer shall return the records to the coordinator.

## SECTION 504 REVIEW PROCEDURE

### Section 504 Review Procedure

1. Any party aggrieved by the hearing officer's decision may appeal the decision to a review officer. See 34 C.F.R. § 104.36.
2. An appeal may be noted by an aggrieved party by filing a written notice of appeal with the school division's Section 504 Coordinator ("coordinator") within thirty (30) calendar days of the date of the decision issued by the hearing officer.
3. An impartial review officer must be appointed by the coordinator from the same list from which the initial hearing officer was appointed and within five (5) school days of the request for review.
4. The review officer will conduct an impartial review of the hearing decision.
5. The review officer shall:
  - (a) advise the parties of the right to be represented by counsel at their own expense during the review proceedings;
  - (b) examine the record of the hearing;
  - (c) determine whether the procedures at the impartial hearing were in accordance with the requirements of due process;
  - (d) afford the parties an opportunity for written or oral argument, or both, at the discretion of the review officer;
  - (e) seek additional evidence, if necessary; and
  - (f) issue a written decision.
6. The review officer shall uphold the initial decision unless it is found to be arbitrary or capricious, contrary to law, or not supported by evidence.
7. The review officer's decision must be issued within thirty (30) calendar days from the date of appointment, unless continued at the request of a party. A continuance can be granted by the review officer upon a showing of good cause. A copy of the decision must be sent to all parties.
8. The record of the administrative hearings shall be sent by the review officer to the coordinator upon the issuance of the decision.
9. The coordinator is responsible for maintaining all records of hearings and transmittal to court in the event of judicial proceedings.
10. Any party aggrieved by the review officer's decision may file a civil action in a court of appropriate jurisdiction. See 29 U.S.C. § 794a.

## **SECTION 504/AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE**

### Grievance Procedure

Persons who believe that the school division has discriminated against them because of their disability and thus violated Section 504 of the Rehabilitation Act ("Section 504") or Title II of the Americans with Disabilities Act ("ADA") can file a written grievance with the school division's Section 504 Coordinator. Once a written grievance is received, the school division will investigate the allegations contained in the written grievance in an effort to reach a prompt and equitable resolution.

A grievance may be filed by a student, the student's parent or parents, or a school division employee. A grievance must meet the following requirements:

The grievance must be in writing. At a minimum, it must contain (1) the nature of the grievance; (2) the facts upon which the grievance is based, including a list of all witnesses; (3) the remedy requested; and (4) the complainant's signature and the date the grievance is filed.

The written grievance must be filed with the school division's Section 504 Coordinator ("coordinator") at the following address:

Section 504 Coordinator  
Chesterfield County Public Schools  
CTC @ Hull  
13900 Hull Street Road  
Midlothian, VA 23112

Fax: (804) 639-6396

The grievance should be reported as soon as possible and within thirty (30) school days of the occurrence. This time frame may be lengthened for extraordinary circumstances.

The complainant must have the opportunity to present verbal and written evidence.

The coordinator or designee will independently investigate the allegations to determine whether the school division is in compliance with Section 504 and the ADA. The coordinator or designee will provide a written report of the investigation within thirty (30) school days of receipt of the complaint. The report should include the following information:

- A statement of the complainant's allegations and the remedy sought;
- A statement of facts as contended by each party;
- A narrative describing attempts to resolve the grievance;
- A list of the witnesses interviewed and the documents reviewed during the investigation;
- A statement of facts as determined by the coordinator or designee with reference to the evidence to support each fact;
- The coordinator or designee's conclusion as to whether the allegations are valid; and
- If the coordinator or designee does determine that the allegations are valid, the report should include any corrective action determined by the coordinator or designee.

An extension of the thirty (30) school day time limit may occur if necessary as determined by the coordinator or designee. The complainant will be notified in writing of the extended time limit.

The complainant shall have an opportunity to make a written appeal to the school division's superintendent within ten (10) school days of receiving the coordinator's report. Following an appeal, the superintendent or the superintendent's designee will review the complainant's appeal along with the coordinator's report and then respond in writing to the complainant within thirty (30) school days of receiving the appeal. The superintendent or the superintendent's designee shall either confirm or disapprove the coordinator or designee's decision.

An extension of the thirty (30) school day time limit may occur if necessary as determined by the superintendent or the superintendent's designee. The complainant will be notified in writing of the extended time limit.

### **Informal Review Procedure for Section 504 Disputes**

A. Parents or adult students who disagree with Section 504 team decisions regarding the identification, evaluation, or placement of a student with a disability may request an informal review of such decisions. An informal review may also be requested by a student's Section 504 team where clarification is needed regarding a matter related to Section 504. The informal review process cannot be used for disputes involving student discipline or manifestation determination reviews.

B. A request for an informal review must be in writing and submitted to the CCPS Section 504/ADA Coordinator.

C. Upon receipt of a request for an informal review, the Section 504/ADA Coordinator will consider the request and determine whether or not the matter should be reviewed. The decision of whether or not a request for an informal review should be granted is within the discretion of the Section 504/ADA Coordinator.

D. If the request for an informal review is granted, a review committee, which is comprised of CCPS's Section 504/ADA Coordinator or designee, a school psychologist, an instructional specialist, and any other persons deemed appropriate by the Section 504/ADA Coordinator, will convene to discuss the concerns raised. In addition to the committee members, the parents, relevant school employees, and, where appropriate, the student will be invited to participate in the meeting.

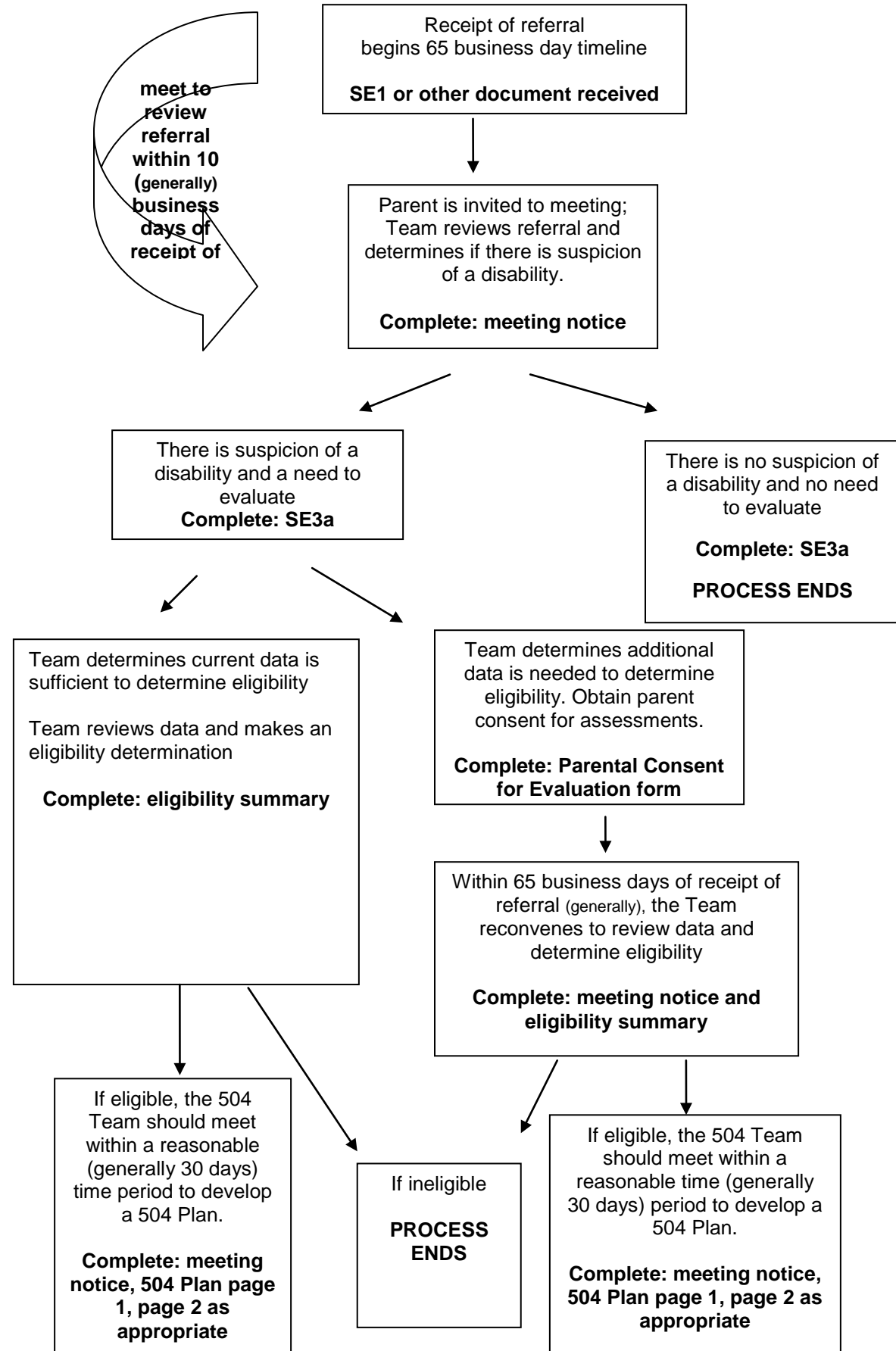
E. Following the meeting, the review committee will issue its written recommendations. The review committee's recommendations are non-binding in nature. If appropriate, a Section 504 team meeting will be held to consider the review committee's recommendations.

F. The informal review process is voluntary and does not need to be exhausted before filing a grievance or requesting an impartial hearing. The informal review process is an additional informal dispute resolution process that may be used, but use of this process does not lengthen any expressed timelines for filing a grievance or requesting an impartial hearing.

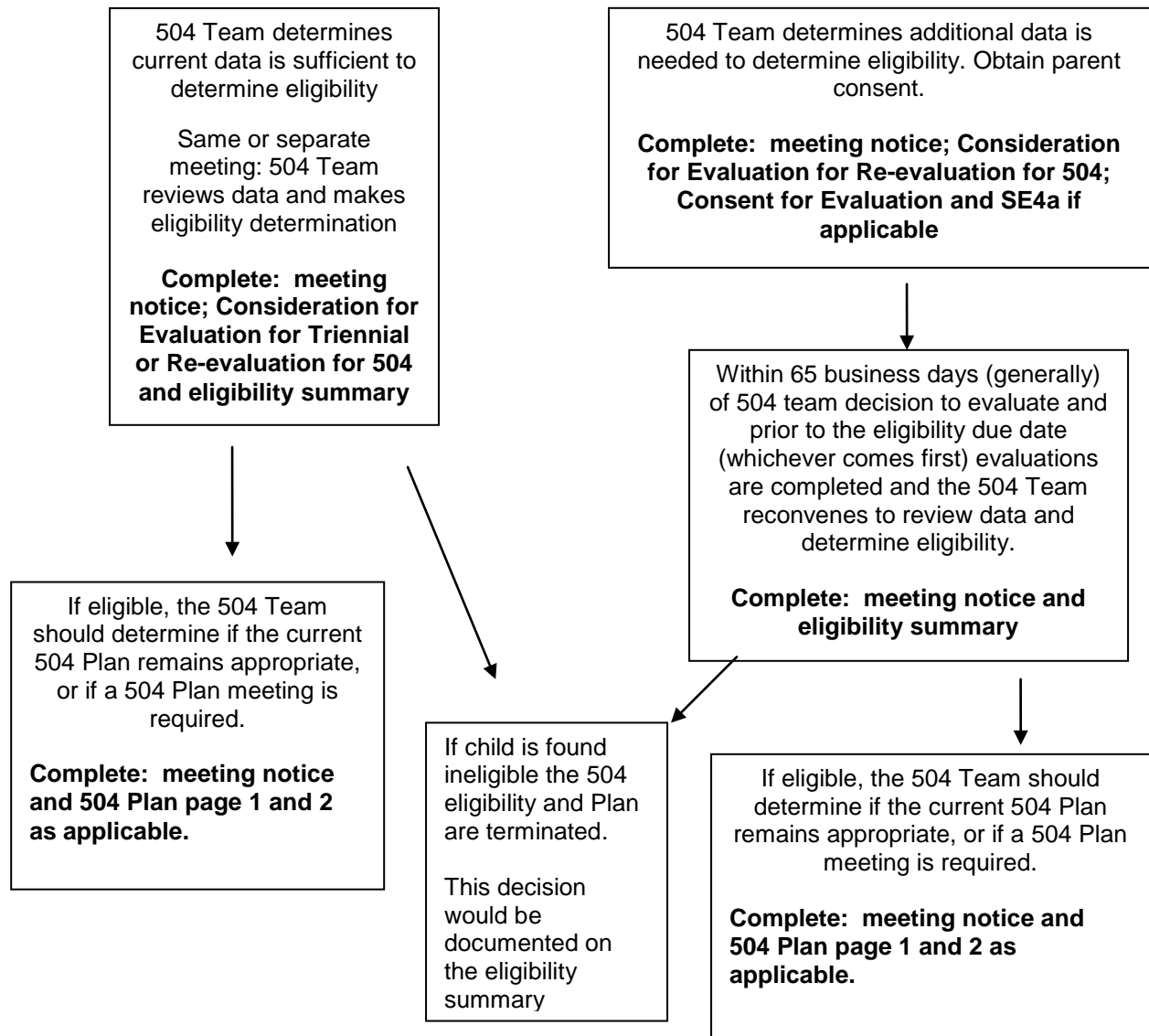
# **FORMS & TIMELINES**



## 504 REFERRAL – ELIGIBILITY TIMELINE



## SECTION 504 RE-EVALUATION TIMELINE



**CHESTERFIELD COUNTY PUBLIC SCHOOLS  
NOTICE OF A SECTION 504 MEETING**

Date:

Dear \_\_\_\_\_ ,

Re: Student:

Date of Birth:

**A Section 504 meeting has been scheduled for your student to:**

- Discuss a referral for a Section 504 evaluation
- Conduct/review evaluation or re-evaluation results and determine Section 504 eligibility
- Develop, review and/or revise a 504 Plan
- Conduct a Manifestation Determination Review
- Other

**The meeting is scheduled for:** Date:

Time:

Location:

The following people are invited to participate in this meeting as they are knowledgeable about the student, the meaning of the evaluation data, and/or the placement options:

- |   |   |                          |
|---|---|--------------------------|
| <input type="checkbox"/> School Administrator/504 Coordinator | <input type="checkbox"/> Public Health Nurse    | <input type="checkbox"/> |
| <input type="checkbox"/> General Education Teacher(s)         | <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> |
| <input type="checkbox"/> School Counselor                     | <input type="checkbox"/> Physical Therapist     | <input type="checkbox"/> |
| <input type="checkbox"/> School Psychologist                  | <input type="checkbox"/>                        | <input type="checkbox"/> |
| <input type="checkbox"/> School Social Worker                 | <input type="checkbox"/>                        | <input type="checkbox"/> |

We welcome your participation. Please call \_\_\_\_\_ at \_\_\_\_\_ as soon as possible if you are unable to attend at this date/time and wish to reschedule at a mutually convenient date/time during school hours. If we do not hear from you, we will assume that this meeting is convenient for you.

\_\_\_\_\_  
Signature, Role

**Chesterfield County Public Schools**  
**SE1- Referral form, page 1 of 2**

Student \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_

DOB \_\_\_\_\_  Male  Female School \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Student strengths:

Directions: Check each area in which there is suspicion of a disability. Explain the reason for the concern; include observational information, curriculum-based data and/or formal assessment data. For each area of concern, document the interventions that have been implemented, the length of time each was implemented and the results of the intervention.

Area(s) of concern	Reason for concern	Interventions implemented, duration of implementation and result
<input type="checkbox"/> Reading		
<input type="checkbox"/> Writing		
<input type="checkbox"/> Mathematics		
<input type="checkbox"/> Work/study habits		
<input type="checkbox"/> Attention to task		
<input type="checkbox"/> Social/emotional/behavior		
<input type="checkbox"/> Communication		

**Chesterfield County Public Schools**  
**SE1- Referral form, page 2 of 2**

Student \_\_\_\_\_

Student ID \_\_\_\_\_

Area(s) of concern	Reason for concern	Interventions implemented, duration of implementation and result
<input type="checkbox"/> Medical		
<input type="checkbox"/> Motor skills		
<input type="checkbox"/> Sensory (hearing/vision)		
<input type="checkbox"/> Other		

Other information pertaining to the referral, if necessary:

Referral Source: \_\_\_\_\_

Role: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Role: \_\_\_\_\_ Date: \_\_\_\_\_

**Chesterfield County Public Schools**  
**SE 3a - Review of Referral and Consideration for Evaluation**  
**Page 1 of 2**

Student \_\_\_\_\_ DOB \_\_\_\_\_ Student ID \_\_\_\_\_  
 Referral Date \_\_\_\_\_ Meeting Date \_\_\_\_\_ School \_\_\_\_\_

Area(s) of concern noted by referral source:	Data reviewed by the team for each area of concern	Interventions implemented, length of implementation and result
<input type="checkbox"/> Reading		
<input type="checkbox"/> Writing		
<input type="checkbox"/> Mathematics		
<input type="checkbox"/> Work/study habits		
<input type="checkbox"/> Attention to task		
<input type="checkbox"/> Social/Emotional/behavior		
<input type="checkbox"/> Communication		
<input type="checkbox"/> Medical		
<input type="checkbox"/> Motor skills		
<input type="checkbox"/> Sensory (hearing/vision)		

**Chesterfield County Public Schools**  
**SE 3a - Review of Referral and Consideration for Evaluation**  
**Page 2 of 2**

Student \_\_\_\_\_

Student ID \_\_\_\_\_

Based upon the data reviewed, interventions implemented and the student's response to interventions, the team determined:

- There is no suspicion of a disability and no recommendation to evaluate.
- It is recommended that an evaluation be completed to determine if the child is a child with a disability.  
Evaluations requiring parental consent must be documented on the (SE4) Permission for Student Evaluation form.

Name of Participant

Role

Name of Participant	Role
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- A copy of Procedural Safeguard Requirements was provided. This is required for a referral. For assistance interpreting these rights, please contact the Chesterfield County Public Schools Parent/Teacher Resource Center at (804) 639-8741.

**Chesterfield County Public Schools**  
**Consideration for Evaluation for Triennial or Re-evaluation for 504**

Student \_\_\_\_\_ Student number \_\_\_\_\_

DOB \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Meeting Date \_\_\_\_\_

It is recommended that an evaluation be completed to determine: if the child continues to be a child with a disability, and what, if any, accommodations and/or services are needed to provide a free appropriate public education.

The Committee/504 Team has reviewed the following data (list what was reviewed and the dates of any assessments):

Educational	
Psychological	
Social History/ Adaptive Behavior	
Medical	
Curriculum-based information	
Other	

Based upon this review, the team has determined:

- Current data is sufficient to determine eligibility.
- Additional data is needed to determine eligibility.

Name of Participant

Role




**CHESTERFIELD COUNTY PUBLIC SCHOOLS**  
**Parental Consent for Evaluation for 504**

Name: \_\_\_\_\_ School: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
Student ID: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

I understand that parental consent is not required before reviewing existing data as part of an evaluation or administering a test or other evaluation that is administered to all children, unless parental consent is required before administration to all children.

I understand that a variety of assessment tools, strategies and observational data will be used to gather relevant functional, developmental, and academic information about my child.

- An **Educational** Assessment to determine level of academic achievement and the nature of any problems related to learning
- A **Psychological** Assessment to determine strengths and weaknesses in social, motor, emotional, and intellectual ability areas
- A **Hearing** screening completed by school nurse, speech pathologist, audiologist or other trained staff to determine hearing acuity.
- A **Vision** screening completed by nurses and other trained personnel to determine visual acuity.
- A **Sociological** Assessment to obtain social, developmental, and health history information and any possible effect on learning
- A **Speech/Language** Assessment to determine current level of functioning in voice, fluency, articulation and/or language
- A **Developmental** Assessment to determine cognitive, perceptual, motor, and social functioning
- A **Medical Report** completed by a licensed physician to rule out and/or identify any medical problems which would affect school performance. You may elect to have your family physician conduct the assessment at your expense, or a physician selected by the school system will conduct the assessment at public expense. A medical report form is attached for your convenience.
- An **Occupational Therapy** Formal Observation with an Assessment if indicated \*
- A **Physical Therapy** Formal Observation with an Assessment if indicated\*  
\*If either box is checked, an OT/PT/VI Referral Form must be filled out and sent to the OT/PT/VI Secretary at the Office of Exceptional Education
- Functional Vision** Assessment completed by a teacher endorsed in the area of VI to determine strengths and weaknesses in a student's use of his/her vision and the impact on educational performance
- Observation**
- Other**

I consent for Chesterfield County Public Schools to conduct or administer the evaluation components listed above. The results of these evaluations will be used to determine:

1. whether my child is or continues to be a child with a disability; and/or
2. my child's educational needs

Procedural Safeguards Requirements (PSR): Parent/Guardian was provided a copy of PSR. I understand my right to withhold consent for the school division to evaluate my child. I understand that my consent is voluntary and may be revoked at any time. For assistance interpreting these rights, please contact the Chesterfield County Public Schools' Parent / Teacher Resource Center (804) 639-8741

I give consent for the evaluation.

I do not give consent for the evaluation.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**CHESTERFIELD COUNTY PUBLIC SCHOOLS**  
**SE4a – Request for Information**

To: Parent / Guardian

Date:

Your permission for Chesterfield County Public Schools to release information to and receive information from the following agency or individual is necessary for planning a comprehensive education program for

\_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
DOB

Agency / Individual

Address

Phone #

<input type="checkbox"/>	I give permission for Chesterfield County Public Schools to release information to and/or receive information from the above agency or individual.
<input type="checkbox"/>	I do not give permission for Chesterfield County Public Schools to release information to and/or receive information from the above agency or individual.
 _____	
Signature of Parent / Guardian / Student as appropriate	
 _____	
Date	

This section to be completed by school personnel.

To:

\_\_\_\_\_  
Agency / Individual

Please send information to:

School

Address

Phone/fax

Attn:

**CHESTERFIELD COUNTY PUBLIC SCHOOLS  
SECTION 504 ELIGIBILITY FORM**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student number: \_\_\_\_\_ DOB: \_\_\_\_\_

I. Does the student have a physical or mental impairment(s)?  YES  NO If yes, specify the physical or mental impairment. If no, the student is ineligible for Section 504.

II. Is a major life activity affected by the impairment? (If so, check all that apply):

<input type="checkbox"/>	Caring for one's self	<input type="checkbox"/>	Sleeping
<input type="checkbox"/>	Performing manual tasks	<input type="checkbox"/>	Eating
<input type="checkbox"/>	Walking	<input type="checkbox"/>	Standing
<input type="checkbox"/>	Seeing	<input type="checkbox"/>	Lifting
<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Bending
<input type="checkbox"/>	Speaking	<input type="checkbox"/>	Reading
<input type="checkbox"/>	Breathing	<input type="checkbox"/>	Concentrating
<input type="checkbox"/>	Learning	<input type="checkbox"/>	Thinking
<input type="checkbox"/>	Working	<input type="checkbox"/>	Communicating
<input type="checkbox"/>	Operation of a major bodily function (including immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions)	<input type="checkbox"/>	Other(s) (describe):

All major life activities were considered and the team determined none were affected by the impairment. The student is ineligible for Section 504.

III. Describe the way(s) in which the major life activity is limited:

IV. Is the major life activity **substantially** limited as a result of the impairment?  YES  NO  
If no, the student is ineligible for Section 504.

- The term "substantially limits" should be construed broadly. It should not be construed to require an inappropriately high level of limitation.
- The determination of whether an impairment substantially limits a major life activity must be made without considering the ameliorative effects of mitigating measures, such as medication; low-vision devices (except eyeglasses or contact lenses); hearing aids and cochlear implants; mobility devices, prosthetics; assistive technology; learned behavioral or adaptive neurological modifications and reasonable accommodations or auxiliary aids/services.
- An impairment that substantially limits only one major life activity need not limit other major life activities to be considered a disability.
- An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

\_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

V. Does the student qualify as having a disability under Section 504?  YES  NO  
(If the answer is yes to I, II, and IV and a description is entered in III, the student qualifies as having a disability under Section 504.)

If the answer to V. is yes, a Section 504 plan must be developed for the student.

- The team must draw upon information from a variety of sources in making this eligibility decision. Document the information that was obtained and considered:

The following people participated in this meeting as they are knowledgeable about the student, the meaning of the evaluation data, and placement options.

**Signatures of participating Section 504 Team members:**

Name of Participant	Role
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I have received a copy of this Eligibility form and the Section 504 Procedural Safeguards and have been afforded an opportunity to have them explained to me.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_





**Student name:**

**Date:**

**page 2**

Describe location of accommodations/services if other than the regular classroom setting and justifying reason(s):

The team drew upon information from a variety of sources in developing this plan (ie. teacher observation, parent input, grades, evaluation data- list name and date). Document the information considered:

The following people participated in this meeting as they are knowledgeable about the student, the meaning of the evaluation data, and placement options.

Signatures of participating Section 504 Team members:

Name of Participant

Role

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I have received a copy of the Section 504 Procedural Safeguards along with a copy of this Plan and have been afforded an opportunity to have both documents explained to me.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_





**Chesterfield County Public Schools  
Placement Review Form**

Student: \_\_\_\_\_ Date of Review: \_\_\_\_\_

School Name: \_\_\_\_\_ Student number: \_\_\_\_\_

**Section I**

The disability(ies) identified in the most recent eligibility summary is:

Describe the behavior resulting in the removal:

The removal dates are: \_\_\_\_\_

Including this removal, the student has been removed for a total of \_\_\_\_\_ days this school year.

(Extended suspension and expulsion are, by definition, a change in placement. There is no need to complete this form. Complete the Manifestation Determination Review form.)

**Section II**

The review must first determine whether the removal results in a change in placement. Factors to consider in determining whether the multiple short term suspensions result in a change in placement include:

1. the length of the removal(s) ;
2. the proximity of the removals to one another;
3. the total time the student is removed from school; and
4. whether the behavior is substantially similar to previous incidents that resulted in the removals.

**Does the removal result in a change in placement?**

**Yes**     **No** State the rationale for the decision:

\_\_\_\_\_  
\_\_\_\_\_  
Principal or Assistant Principal  
Administrator/Coordinator of Special Education or IEP/504 Case  
Manager

If the answer to the question is "No" then the disciplinary action does not constitute a change in placement and the student may be disciplined in the same manner as a student without a disability. For students receiving special education services, any day of removal in excess of 10 days per school year requires the student be provided a free appropriate public education (FAPE). The team may also conduct or review a Functional Behavior Assessment and Behavioral Intervention Plan and revise if necessary.

If the answer to the question is "Yes" then a Manifestation Determination Review meeting must take place. Complete the Manifestation Determination Review Form to document the meeting.

**Chesterfield County Public Schools  
Manifestation Determination Review Form, page 1 of 2**

Student: \_\_\_\_\_ Date of Review: \_\_\_\_\_

School Name: \_\_\_\_\_ Student number: \_\_\_\_\_

**Section I**

The disability(ies) identified in the most recent eligibility summary is:

Describe the behavior resulting in the removal:

The removal dates are: \_\_\_\_\_

Check one:

- Removal of more than 10 cumulative days this school year. Total number of days: \_\_\_\_\_
- Recommended for extended suspension
- Recommended for expulsion

The purpose of the meeting is to consider all relevant information and determine if:

1. the student's conduct in question was caused by or had a direct and substantial relationship to the student's disability(ies);
2. the student's conduct was the direct result of the school division's failure to implement the student's IEP.

All participants with relevant information should share this information with the team. The team shall consider all relevant information including, but not limited to, the student's most recent evaluation information, identified disability(ies), the student's conduct, disciplinary action, current IEP or 504 plan, input from teachers, and any other information presented by the school division and/or parents. The team shall consider the available information and determine by consensus answers to the questions. Individuals who disagree with the decision may attach additional Participant Statements.

**Section II**

**1. Was the student's conduct in question caused by or have a direct and substantial relationship to the student's disability(ies)?**

Yes  No State the rationale for the decision:

**2. Was the student's conduct in question the direct result of the school division's failure to implement the student's IEP or 504 Plan?**

Yes  No State the rationale for the decision:

**Chesterfield County Public Schools**  
**Manifestation Determination Review Form, page 2 of 2**

Student: \_\_\_\_\_ Date of Review: \_\_\_\_\_

**Section III**

If the answers to questions 1 and 2 are "No", then the behavior giving rise to the disciplinary action is not a manifestation of the disability and the student may be disciplined in the same manner as a student without a disability. For special education students only, any day of removal in excess of 10 days per school year requires the student be provided FAPE.

If the answer to either or both questions 1 or 2 is "Yes" then the behavior giving rise to the disciplinary action is a manifestation of the disability and the student may not be disciplined by using removal from the school setting. Another disciplinary measure may be used and/or the placement may be reviewed and changed by the IEP/504 team.

The IEP/504 team determined:

- The behavior is not a manifestation of the disability. The student may be disciplined in the same manner as a student without a disability.
- The behavior is a manifestation of the disability. The student may not be disciplined in the same manner as a student without a disability.

**Participant Name and Role**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Participants who disagree with the decision of the team may attach a dissenting opinion.

Original: Student's Education Record  
Copies to: Parents  
Principal  
Coordinator of Student Conduct (only for extended suspension or expulsion)

Student: \_\_\_\_\_ Date of Review: \_\_\_\_\_  
Participant's Name: \_\_\_\_\_ Participant Statement, page: \_\_\_\_\_

Enter participant's name and summary of statement or note here acceptance of a prepared statement. Read summaries back for verification at the end of each participant's statement.

**CHESTERFIELD COUNTY PUBLIC SCHOOLS  
REQUEST FOR A SECTION 504 IMPARTIAL HEARING<sup>1</sup>**

To request an impartial hearing under Section 504, please submit this form to the school division's Section 504 Coordinator at the following address:

Chesterfield County Public Schools  
CTC @ Hull  
13900 Hull Street Road  
Midlothian, VA 23112

Fax: (804) 639-6396

**(Please type or write legibly, sign and date)**

1. Child's Name: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

2. Child's Home Address: <sup>2</sup> \_\_\_\_\_

\_\_\_\_\_  
(City) (Zip)

3. School Child Attends: \_\_\_\_\_

4. Name of Parent(s)<sup>3</sup> Initiating Hearing: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (Zip)

Telephone Numbers: Home ( ) \_\_\_\_\_ Office ( ) \_\_\_\_\_

5. Parent's (Parents') Representative, if any (i.e., Attorney, Advocate, etc.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (Zip)

Telephone Number: \_\_\_\_\_

<sup>1</sup> The use of this form is not mandatory; however, much of the information requested by this form is necessary to initiate an impartial hearing.

<sup>2</sup> If a homeless child or youth, then provide available contact information.

<sup>3</sup> Parent includes student at age 18, if parental rights have been transferred to the student, and any other individual who meets the definition of parent under state law.

**REQUEST FOR A SECTION 504 IMPARTIAL HEARING**

Page 2 of \_\_\_\_

6. Description of the nature of the problem (what are the issues; what's wrong?)

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7. Facts relating to the problem (what happened that caused the problem?) \_\_\_\_\_

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8. A proposed resolution of the problem to the extent known.

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**(Please attach additional pages to provide additional information as necessary.)**

**NOTE:** New issues may not be raised at the impartial hearing that are not raised in this Notice, unless the other party agrees.

**MEDIATION**

Mediation is offered at no cost to the parties. Mediation is encouraged and may be beneficial in your case. Please be advised, however, that mediation is a voluntary system for resolving disputes. Both parties must agree to mediate their issues prior to the initiation of the mediation process. Any request for mediation cannot delay the appointment of a hearing officer or the scheduling of an impartial hearing. Please indicate your decision below concerning your acceptance or rejection of the offer of mediation.

\_\_\_\_\_ I request mediation.

\_\_\_\_\_ I decline mediation.

\_\_\_\_\_  
Signature of Parent(s)

\_\_\_\_\_  
Date

## **CHESTERFIELD COUNTY PUBLIC SCHOOLS**

### **SECTION 504 PROCEDURAL SAFEGUARDS**

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504), Chesterfield County Public Schools provides you with the following procedural safeguards in relation to your child:

1. You have the right to receive notice of any proposed actions related to the identification, evaluation, or educational placement of your child.
2. You have the right to examine all relevant records of your child.
3. You have the right to file a grievance with the school division over an alleged violation of Section 504 or Title II of the Americans with Disabilities Act (ADA).
4. You have the right to an impartial hearing, with participation by you and representation by your counsel, for disputes concerning the identification, evaluation, or educational placement of your child.
5. You have the right to a review of an impartial hearing officer's final decision if you disagree with that decision.

The Section 504 Coordinator for Chesterfield County Public Schools is the Director of Special Education and may be contacted at the following telephone number: (804) 639-8698. Please contact the Section 504 Coordinator regarding any questions related to Section 504 or Title II of the ADA. You may obtain a copy of Chesterfield County Public Schools' Section 504 Administrative Guidelines and Procedures by contacting the Section 504 Coordinator at the above telephone number or at Chesterfield County Public Schools' website at <http://mychesterfieldschools.com/>. Please note that all grievances and requests for impartial hearings and reviews must be in writing and submitted to the Section 504 Coordinator at the following address:

Section 504 Coordinator  
Chesterfield County Public Schools  
CTC @ Hull  
13900 Hull Street Road  
Midlothian, VA 23112

Fax: (804) 639-6396

More specific information about the Section 504 hearing procedure, grievance procedure, and review procedure is contained in the school division's Administrative Guidelines and Procedures for Section 504.

## Additional Information:

### Case Manager Responsibilities

1. Contact the parent(s)/guardian(s) to arrange a mutually agreeable time for the annual 504 plan meeting
2. Send the parent notification of the 504 Plan meeting.
3. Identify and notify appropriate team members of the meeting.
4. Work with the 504 Coordinator to facilitate the eligibility process when it is due.

Copies of the 504 Plan should be distributed as follows:

- The original should be placed in the student record.
  - A copy should be given to the parent.
  - A copy should be given to each current teacher and other appropriate staff members who have responsibility for implementation of the plan. A copy of the plan should be provided to these individuals:
    - prior to the start of each school year;
    - within a week of a new plan being developed
    - as soon as possible for students who transfer to your school, change schedules, etc.
5. Case managers should use the “receipt of 504 Plan” form (available on CNet) to document the provision of the Plan to teachers and other staff members.

## REQUIREMENTS FOR DATA TO BE ENTERED IN SYNERGY

Students who are eligible for 504 must be identified in Synergy SIS. “504” should be reflected on Synergy SIS>Student>Enrollment tab>504.

The screenshot displays the Synergy SIS interface for the Enrollment tab. The top navigation bar includes tabs for Demographics, Other Info, Parent/Guardian, Emergency, Enrollment (selected), Enrollment History, Documents, Student Contact Log, and Notes. Below the navigation bar, there are fields for Last Name, First Name, Middle Name, Suffix, Student ID, Grade, State ID, and Age. The main content area is divided into two sections: Enrollment Information and Enrollment Activity. The Enrollment Information section includes fields for Enter Date (09/02/2014), Enter Code (E119), Leave Date, Leave Code (ADA/ADM), and Receiver School. The Enrollment Activity section includes fields for Last Activity Date (09/02/2014), Effective Date, Title 1 Program, Title 1 Service, Title 1 Exit, Special Education (Y-Eligible for Special Education), District Of Residence, Instructional Setting, 504 (highlighted with a red box), Tuition Payer Code, and FTE Status (1.00).

Directions for completing referral and eligibility information will be forthcoming. Refer to CNet for specific handouts regarding Synergy SIS



