Centralizing the NEW 504 Request Process

*\*Pilot Fall 2020*

**Parent initiated**

**Building staff**

* + Parent contacts school or counselor with request for a 504
  + Call is transferred to SSD 541-790-7800 or email is forwarded to: [Thomas\_de@4j.lane.edu](mailto:Thomas_de@4j.lane.edu)

**SSD Staff**

* + [Parent initiated request form](https://docs.google.com/forms/d/e/1FAIpQLSdOqAbov3Yt9LVKy_xnOkX1KBAECkxmwF059iK9y1MT4q_U3w/viewform?usp=sf_link) is emailed to the parent (or SSD staff completes form with parent over the phone)
  + Parent completes form and submits it online or via email
  + District 504 coordinator contacts parents to explain the 504 process and to obtain more information. Coordinator enters student into Synergy SE
  + If...
    - Parent wants to pursue other interventions, District Coordinator communicates to the counselor, removes the student from Synergy SE process
    - Parent wants to pursue a 504 - District coordinator connects with counselor to discuss request, collects information from the school, facilitates a discussion (including the parent, teacher, and counselor to determine if an evaluation is needed.
      * IF the team determines an evaluation is not needed, student is removed from SE
      * If the team determines an evaluation is needed, the district coordinator obtains permission to evaluate, and facilitates the new evaluation process

**District initiated**

* + **Building 504 coordinator** completes the [district initiated request](https://docs.google.com/forms/d/e/1FAIpQLSdGDZntIl3nQHyJ_pF0ntdAHMurGOookkfj-AXs_49a3Z_V5w/viewform?usp=sf_link) and submits the form to the district 504 coordinator
  + District coordinator contacts the parents to explain the process to them, enters student into Synergy SE
  + If…
    - Parents do not give permission to proceed with the evaluation - the district coordinator connects with the counselor and conveys the information, makes note of this in Synergy, removes from the SE process
    - Parents give permission to proceed with evaluation, the district 504 coordinator facilitates the new evaluation process