Student Does Not Qualify under IDEA

District 49

Student Evaluation for eligibility under IDEA criteria

Student qualifies under IDEA

YES

Case Manager continues with IEP development and team delivery of services

NO

Case Manager informs parent that the student may be eligibile for a 504 Plan during eligibility meeting.

Case Manager creates Prior Written Notice (PWN) of Special Education Action within 3 business days.

Reference in the PWN that the student **may** be eligibile for a Section 504 Plan and is being referred to the school counselor or site-based 504 coordinator.

Case Manager completes 504 Referral Form located in Enrich within 3-5 business days.

Case Manager submits documents to school counselor or site-based 504 coordinator within 3-5 business days.

Documents to be submitted are: 504 Referral Form, IEP Evaluation Summary, documents from external sources.