



## 504 Request Process

Parent/ school staff contacts school 504 Liaison



If there is no documentation to support the area of suspected disability, a Collaborative Problem-Solving Team meeting is scheduled with the parent



504 Liaison will provide parent 504 Consent for Evaluation;  
*Notice of Rights and Parent Input Form*



504 Liaison will schedule a 504 Eligibility Determination Meeting  
with Parent and 504 Team



504 Team will determine eligibility and develop a 504  
Accommodation Plan



504 Accommodation Plan will be provided to Parents and all  
implementors



**Exceptional Student  
Learning Support (ESLS)**

## Parent Guide to Section 504

504 District Specialists:

Opal T. Bennett  
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754-321-3440