

1. Provide letter requesting accommodations under Section 504.
2. If school chooses to deny the request for an evaluation:
  - If school denies the evaluation it must be in writing and they are obligated to provide the parent with their procedural safeguards which outline the appeal process.
  - Appeal is made by the parent in accordance with the procedural safeguards. This is also called a “due process” hearing. The school will appoint someone who is not a school employee with experience in these matters to conduct the hearing.
  - In the hearing the parent is afforded the opportunity to have legal representation, call witnesses, cross examine school officials, and request all relevant documents (including any and all emails to/from school employees regarding the request)
  - If the hearing is unsuccessful, the parent then can file a civil rights lawsuit and/or file a complaint with the Office of Civil Rights.
3. If school provides an evaluation, typically within 60 days, a meeting will be called to discuss the findings. The parent should be invited to the meeting. During the meeting the team will decide if the child has a disability, and what accommodations should be in place for the child to be able to receive a free and appropriate education.
  - If the team decides a disability does not exist, the same procedures are followed as if denied an initial evaluation.
4. If the team decides a disability exists and accommodations are written in a 504 Plan, that plan is then placed in the student’s file and each teacher MUST comply with the accommodations. This plan will follow a student if they change schools and must be reevaluated periodically (typically annually).