Parental/Guardian Rights

504 Plan

Free and Appropriate Public Education (FAPE)

The school must meet your child’s educational needs as adequately as it meets the needs of students without disabilities.

Accommodations and Modifications

A 504 plan can include accommodations that adjust or adapt school for your child. To meet the needs of a child with a writing issue, an accommodation might be a computer for typing. The plan can also modify or change what your child is expected to learn.

Instruction and Services

To give your child an education comparable to that of other students, a 504 plan can include specialized instruction. The plan can also provide related services, like speech or occupational therapy or even counseling.

Notice

A school must tell parents about significant educational decisions. You have the right to know about things like identification, evaluation and classroom placement.

Challenge a School’s Decision

If you disagree with a school decision about your child’s education, you have several ways to challenge it. You can ask for a hearing where an impartial officer decides your case. You can file a complaint with the federal Office of Civil rights.

504 Plan

Steps in the Process

Documentation

A child must have a disability, like a learning or attention issue, to get a 504 plan. Gather any documents about the child’s needs, including records that show a medical diagnosis. Other sources may include schoolwork, report cards and private evaluations.

Request

A formal request by parent in writing must be made for the initial 504 plan. Teachers may request to have a meeting to discuss the child eligibility for a 504 plan.

Evaluation Process

The evaluation for a 504 plan isn’t usually as comprehensive as one for an IEP. It is common to review child’s schoolwork, medical records, and other documents.

Creating 504 Plan

If a child qualifies for a 504 plan, the school and parents should collaborate to create the plan. A written 504 plan isn’t required, however it is recommended that some form of written description and date of meetings be kept.