

ST. LANDRY PARISH SCHOOL BOARD

**Pupil Appraisal Center
Mary R. Doucet, Special Education Administrator
127 Blair Street
Opelousas, LA 70570**

To: 504 School Chairperson, Principal

From: Tonia Eaglin, 504 Coordinator

Re: 504 Reminders

Dear 504 Chair,

Statewide Testing Season for students in grades 3-12 is upon us.

1. All IAPs for students who receive accommodations for statewide testing should be approved by me by **February 15, 2019**. There will be no exceptions.
2. The **SECTION 504 STANDARDIZED ASSESSMENT DATA VALIDATION FORM for K-12 STUDENTS WITH DISABILITIES (Section 504 Eligible)** should be completed and e-mailed to me by **February 15, 2019**. **Include ALL children in the entire school.**
3. In addition, data for those students should be updates in **J-Campus** by **February 15, 2019**.

I will run a district **504 list on February 19, 2019**. Any students whose IAP is not fully updated by that date should not receive those accommodations on state testing. Keep in mind, J-Campus can be accessed at any time by the LDOE: Louisiana Department of Education.

Below are a few reminders:

- Please make sure that all teachers are aware of their 504 students as well as their accommodations. The Section 504 Teacher Verification Form was created to provide written documentation that each teacher is aware of their 504 students and agrees to implement accommodations. I cannot stress enough the importance of making certain that 504 accommodations are being met!!
- Section 504 re-evaluations must occur every three years prior to the anniversary date of the last evaluation. Therefore, new supporting data must be acquired! We cannot simply complete a re-evaluation without obtaining updated supporting documentation. Without updated supporting documentation, we will be in violation of Section 504. Upon the conclusion of the re-evaluation, please forward a copy of the IAP as well as the updated forms of supporting documentation (at least two) so that I can sign it to document that a district review has occurred. Furthermore, the school will be required to update the information on JCampus (especially dates).
- Signatures by teacher, principal, and 504 Chairperson is essential.

- Once a 504 plan is created, schools are obligated to provide all of the listed services. While we must not ignore or fail to address a student's needs, please only require accommodations that the child needs to benefit from the school's program.
- If an Individual Accommodation Plan (IAP) is created for a new student by the Committee upon a thorough collection of supporting documentation, please ensure that J-Campus is updated to reflect the change in demographics (504) for the student. Furthermore, please forward a copy of the IAP as well as the forms of supporting documentation (at least two) so that I can sign it to document that a district review has occurred.
- Please ensure at your school that teachers fully understand the importance of fulfilling their obligations to meeting the accommodations as stated on the students' Individual Accommodation Plan (IAP). If a 504 student receives a Small Group Accommodation for assessments, this accommodation must be provided all year long, not just during high-stakes testing.
- Please ensure that each teacher has proof that they provide accommodations. Many schools have stamps made including the most used accommodations which are stamped onto tests, or other student work.
- It is imperative that we provide a copy of the Parental Rights-Section 504 of the Rehabilitation Act of 1973 document when meeting with parents to discuss Section 504. Parents must sign the form. Keep a copy of the signed form.
- A teacher must have a copy of the child's updated Section 504 Individual Accommodation Plan in his/her possession as well as proper documentation that all accommodations are being met.
- Please do not hesitate to call or email me if you have a question or concern. Thank you.

Please follow the steps below for updating information on J-Campus.

504 Student List

How-to

On the left navigation panel, select **Student Master**, **Lists**, and **504 Student List**.

Click **OK** to move to the next screen.

A list of students with **504 data** will appear based on the settings of the setup box.

NOTE: Students with 504 special codes in Student Master will also appear on the list.

Column Headers

Other columns not listed in the common column list:

- **Disability:** Disability code from the Student Master/504 screen.
- **Test:** Test student normally given to student at this grade level. Based on grade level of the student. Variations may exist for individual students.
- **Accommodations:** Accommodations code from the Student Master/504 screen.
- **Init Eval:** Date the student was initially identified as 504 as a result of formal evaluation.
- **Last Eval:** Date of the Last 504 evaluation.
- **Next Eval:** Projected date of next 504 evaluation. Normally 3 years from **Last Eval**. Variations can exist from normal 3 year pattern.
- **IAP Review:** Date of IAP (**Individual Assessment Plan**) Review. Normally held yearly on a 504 student.
- **Next IAP:** Projected date of next 504 IAP Review. Normally one year from **IAP Review**. Variations can exist from normal 1 year pattern.

Tip for Monitoring 504 Date Compliance: Sort the **Next Eval** and **Next IAP** columns to see which students are to be scheduled for upcoming 504 related evaluations or IAP's.

Print

Enter 504 Data

Note: *Be sure to complete all fields to properly report 504 data to the state data system.

On the left navigation panel, select **Student Master**, **Entry** and **Student Master**.

Setup Box Options

Click **OK**

Find a student using the **Find** button or the **Search** bar.

Click on the **504** tab at the bottom of the page. Entering information in this area will trigger the **red light** at the top of the student's record.

Click on the **New** button.

A question of **Copy Previous 504 Data?** appears. In most cases, click **Yes**.

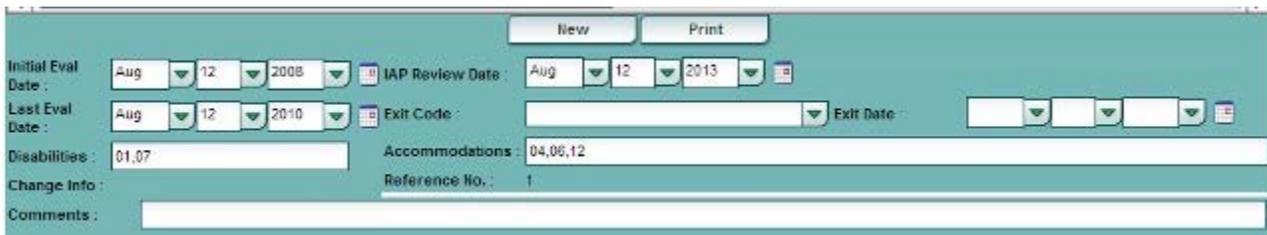
- If the user has a previous 504 plan, the details are copied into the new plan. The user only has to edit and Save.
- If the user has no previous plan to copy from, there is no problem. Just fill in the details and Save.

Using the calendar, enter the **Initial Evaluation** date, **Last Evaluation** date and **IAP Review** date.

- **Initial Eval Date:** There **must** be a date that student was initially identified as a result of a formal 504 evaluation.
- **Last Eval Date:** There **must** be a date on which the last formal 504 evaluation took place. In most circumstances, but not all, a formal evaluation is done every 3 three years.
- **IAP Review Date:** There **must** be a date on which the 504 plan was reviewed. In most circumstances, but not all, an **IAP Review** is done yearly.

Click in the **Disabilities** field to get a list of disabilities. Select a disability code of 01-25. Do not choose 92-99 by themselves. The list of **Disabilities** can be found at the end of these instructions.

Click in the **Accommodations** field to get a list of accommodations to choose from. Select the desired Accommodation(s). The list of **Accommodations** can be found at the end of these instructions.



The screenshot shows a software interface for entering 504 plan details. At the top, there are 'New' and 'Print' buttons. Below are several input fields: 'Initial Eval Date' (Aug 12, 2008), 'IAP Review Date' (Aug 12, 2013), 'Last Eval Date' (Aug 12, 2010), 'Exit Code' (empty), and 'Exit Date' (empty). There are also fields for 'Disabilities' (01,07) and 'Accommodations' (04,06,12). At the bottom, there are fields for 'Change Info', 'Reference No.' (1), and 'Comments'.

Click the **Save** button on the lower portion of the screen. The user will see a new row of 504 details after the screen refreshes.

To **delete**, click on the **red** delete button at the beginning of the row.

To **exit** a student from the 504 program:

- In the **Exit Reason** field, select a code which best fits the exit.
- In the **Exit Date** field, select date student exited 504 program. If there is an exit date listed, the student will not show up on the [504 Student List](#) or have a red button. Also, if the student has a 504 special code, remove it to not show on the 504 student list.

Remember to click **Save** after making any changes on the 504 screen.

Accommodations

504 Accommodations



Part B - H

Part I - K

Part B. Area(s) where IAP is needed

Part B. Area(s) where IAP is needed :

Part C. Accommodations for Setting

Part C. Accommodations for Setting :

Part D. Accommodations for Presentation/Response

Part D. Accommodations for
Presentation/Response :

Part E. Accommodations for Time Demands

Part E. Accommodations for Time
Demands :

Part F. Accommodations/Provisions for Behavior Concerns

Part F. Accommodations/Provisions for
Behavior Concerns :

Part G. Assistive Technology

Part G. Assistive Technology :

Part H. Tests/Quizzes

Part H. Tests/Quizzes :



Part B - H

Part I - K

Part I. Check assessments to be taken within one year	
Part I. Check assessments to be taken within one year :	<input type="text"/>
Part I. Paper: Grades 3-8 Math and ELA	
Part I. Paper: Grades 3-8 Math and ELA :	<input type="text"/>
Part I. Paper: Grades 3-8 Science and Social Studies	
Part I. Paper: Grades 3-8 Science and Social Studies :	<input type="text"/>
Part I. Online: Grades 3-8 Math and ELA	
Part I. Online: Grades 3-8 Math and ELA :	<input type="text"/>
Part I. Online: End of Course	
Part I. Online: End of Course :	<input type="text"/>
Part J. Compensatory Services (Specify)	
Part J. Compensatory Services (Specify) :	<input type="text"/>
Part K. Special Considerations	
Part K. Special Considerations :	<input type="text"/>

Sincerely,

Tonia Eaglin

An Equal Opportunity Employer