

Kirtland Local Schools Section 504 Referral Form

It is the responsibility of the District to evaluate and identify students who, within the scope of Section 504 of the Rehabilitation Act of 1973, are identified as disabled and require a special plan and/or services in order to receive a free appropriate education (FAPE).

A student with a mental or physical impairment that substantially limits one or more major life activities (not limited to learning) is entitled to a free appropriate education that consists of regular or special education and related aids and services designed to meet the student's individualized needs as adequately as the needs of non-disabled students are met. Student may be referred by a parent, teacher, or by a third party for evaluation of a suspected disability under Section 504 of the Rehabilitation Act of 1973.

The Principal is the building's Section 504 Coordinator and shall have ample number of referral forms available in the main office for parents, teachers and other individuals who request them.

The Section 504 Referral Form must be submitted directly to the Principal and the Principal shall sign the form upon receipt and make four (4) copies. **Within 24 hours a copy shall be forwarded to the (1) School Counselor (2) Section 504 District Coordinator, Director of Special Education (3) Parent (4) Principal's Section 504 file.**

Upon referral for an evaluation, the parent/legal guardian, or student if over 18, shall also be provided with a copy of the description of rights granted by the federal law to students with suspected disabilities as defined under Section 504.

SECTION 504 REFERRAL PROCEDURES

The Principal shall ensure that an ample amount of Section 504 referral forms are available in the main office. If a parent or school staff member suspects that a child may have a disability and may be entitled to special accommodations and/or services under Section 504, the Principal shall follow these procedures.

	REFERRAL AND EVALUATION PROCEDURE	PERSON RESPONSIBLE	FORMS (S)
1.	<p><u>INITIAL REFERRAL FOR SECTION 504 EVALUATION</u></p> <p>(PARENT REFERRALS)</p> <p>A Parent may <i>verbally</i> or <i>in writing</i> request a Section 504 evaluation to their child’s teacher, Principal, or any District employed related service personnel (RSP).¹</p> <ul style="list-style-type: none"> • Parent is requested but not required to complete a “<i>Referral Form</i>”. Upon completion, the form must be given directly to the Principal. • If parent requires assistance, the staff member shall assist the parent in filling out the referral form, whether or not the staff member agrees with the grounds for the referral. <p>(THIRD PARTY REFERRALS)</p> <p>When a third party submits a referral form to the Building Administrator, the child’s Parent/Legal Guardian must be notified of the referral. If the referral is given to the teacher, he or she must immediately forward the form to the Principal for further action.</p>	<p>Parent</p> <p>Teacher, Principal or RSP</p> <p>Third party Principal</p>	<p>Section 504 Referral Form</p> <p>Third party referral form</p>

¹ For purposes of this Section 504 Procedure Manual, the term “related service personnel” (RSP) references all District employed psychologists, nurses, occupational therapists, physical therapists, guidance counselors, social workers, audiologists, student resource coordinators and speech and language pathologists. The term “parent” includes natural and adoptive parents, surrogate parents, legal guardians or anyone acting as a parent with whom the child resides.

POST REFERRAL			
2.	<p>The Principal signs and dates the referral. Four (4) copies of the referral are made and immediately, and the Principal gives a copy of the referral to the following:</p> <ol style="list-style-type: none"> 1. Parent or person requesting the evaluation 2. School Counselor 3. Principal's Section 504 file 4. The original shall be forwarded to the Section 504 District Coordinator, Director of Special Education. <p style="text-align: center;">INITIAL SUSPECTING OF A DISABILITY</p>	Principal & RSP	Section 504 Notice to Parent
3.	<p>An initial decision shall be made, with deference given to the school counselor, RSP, and parent whether the school initially suspects that the child has a disabling condition that substantially limits a major life activity.</p> <p>The school counselor or applicable RSP, forwards a <i>Section 504 Notice to Parents</i> with Section 504 Procedural Safeguards indicating whether or not the school initially suspects the child has a present disabling condition that substantially limits a major life activity.</p> <p>If the school submits a Section 504 Notice to Parents suspecting that the child may be qualified under Section 504 then the parent/legal guardian must be contacted to obtain consent for an evaluation. <u>If the parent consents</u>, the Section 504 Team must complete the student's Section 504 evaluation <u>within sixty (60) days of the Principal's signature on the Section 504 Referral Form</u>. If the parent <u>does not consent</u>, a Section 504 Notice to Parents must be sent indicating that the District was prepared to evaluate the student but cannot proceed due to lack of parental consent. The Section 504 Procedural Safeguards Notice must also be sent.</p>	School Counselor and/or other RSP	Section 504 Notice to Parents w/ 504 Procedural Safeguards
EVALUATION			
	<p>When the evaluation is complete, the parent/legal guardian shall be notified in writing of the Section 504 team meeting that will be held to discuss the evaluation and determine eligibility and the Section 504 Team shall make efforts to include the parent and at least one of the child's general education teacher(s) and related service personnel (if applicable).</p> <p>If the parent/ Guardian is unable to attend the eligibility or placement meeting the district will provide them with an alternate method to provide input before a final eligibility or placement determination is made. The district will provide the parent / guardian with Section 504 procedural safeguards as part of the evaluation process regardless of whether the District suspects the child is a student with a disability.</p> <p>The Section 504 team will convene and consider all pertinent data including medical reports, educational records, response to</p>	Principal	Section 504 Notice to Parents with 504 Procedural Safeguards

	intervention, teacher data, and standardized assessments. If the Section 504 Team does not suspect that the child’s disability substantially limits a major life activity then the school is not obligated to develop an accommodation plan. A <i>Section 504 Notice to Parent</i> , including Section 504 procedural safeguards, must be given to the parent that fully explains this decision.		
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INDIVIDUAL ACCOMMODATION PLAN			
4.	The Principal shall ensure that proper consent of the parent/legal guardian is obtained for implementation of the plan by obtaining the Parent/Legal Guardian’s signature on any <u>initial</u> Section 504 Accommodation Plan.	Principal	Section 504 Accommodation Plan
5.	Within 24 hours of the Section 504 evaluation meeting, the Principal shall make four (4) copies of the Section 504 Evaluation and Accommodation Plan and forward the plan to Director of Special Education , Section 504 District Coordinator, Kirtland Local Schools Board of Education, 9252 Chillicothe Road, Kirtland, Ohio 44094: <ol style="list-style-type: none"> 1. Parent 2. the child’s general education teacher(s) 3. School Counselor and/or related service personnel (if applicable) 4. Principal’s Section 504 file 5. Section 504 District Coordinator, Director of Special Education (Original) 	Principal	Section 504 Evaluation and Accommodation Plan
6.	Section 504 plan is implemented	Principal , in cooperation with general education teacher and applicable RSP	Section 504 Evaluation and Accommodation Plan
7	The Section 504 Plan shall be reviewed periodically (at least annually)	Principal	Section 504 Evaluation and Accommodation Plan