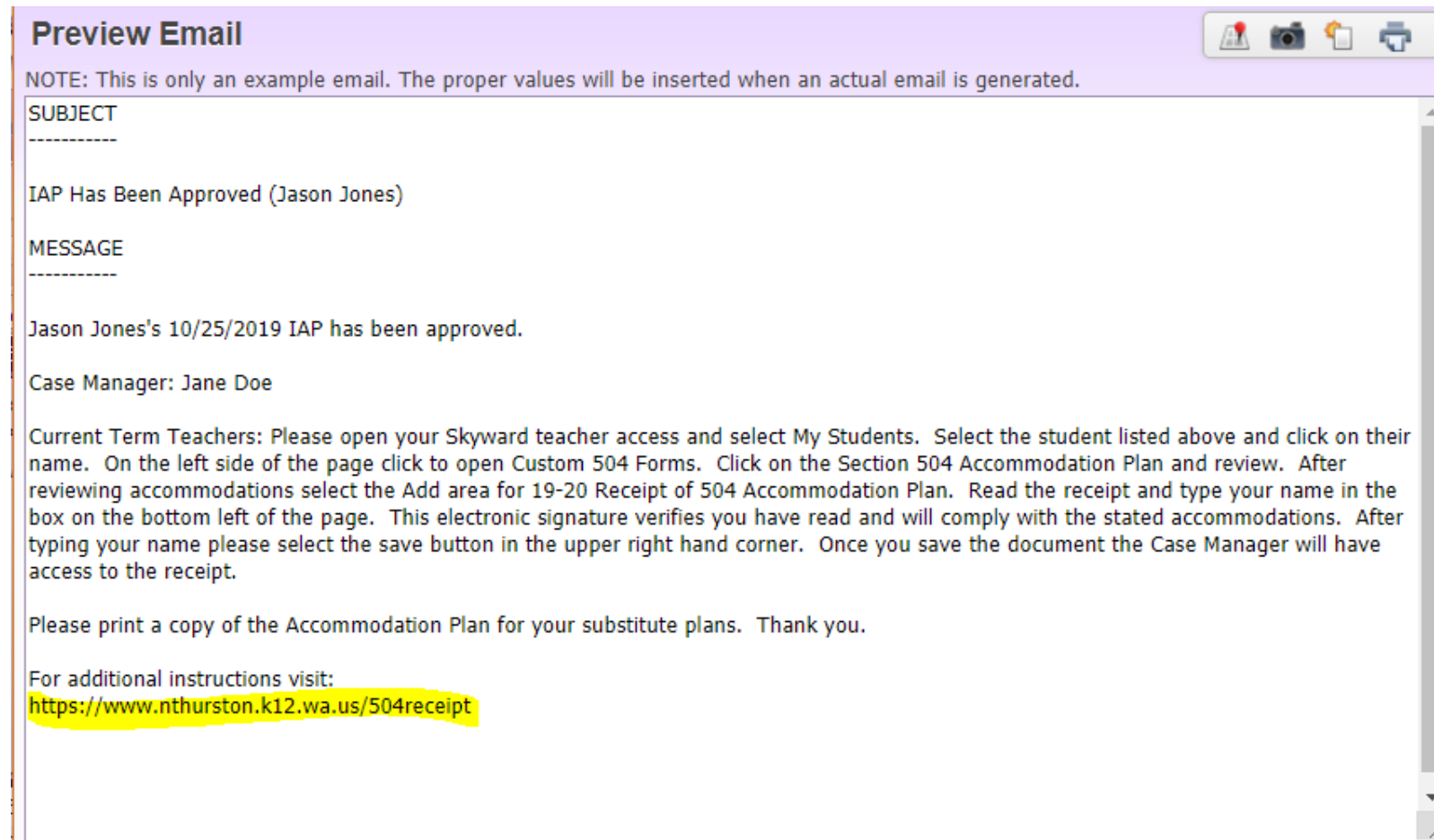


# 504 Online

How would a teacher read the Accommodation Plan and create a receipt?

# Auto Email sent to current term teachers upon approval from Student Services.



If teachers follow the link provided in the email it leads them to visual instructions located on the Staff Symbaloo page.

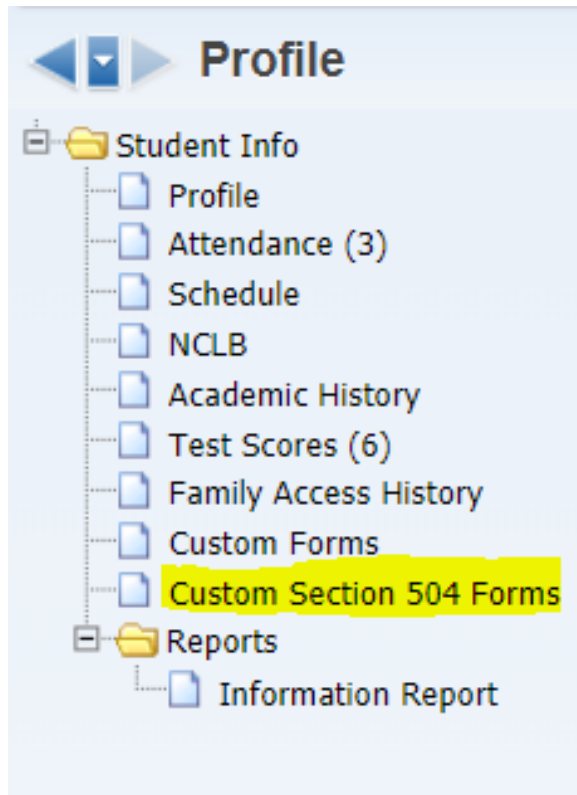
# How do you find the 504 information?

- ▶ After reviewing email, locate the student in your gradebook.
- ▶ Open the Student Information Window, using the blue *i* dot to the left of the student name.
- ▶ After selecting the blue *i* dot a drop down menu will appear

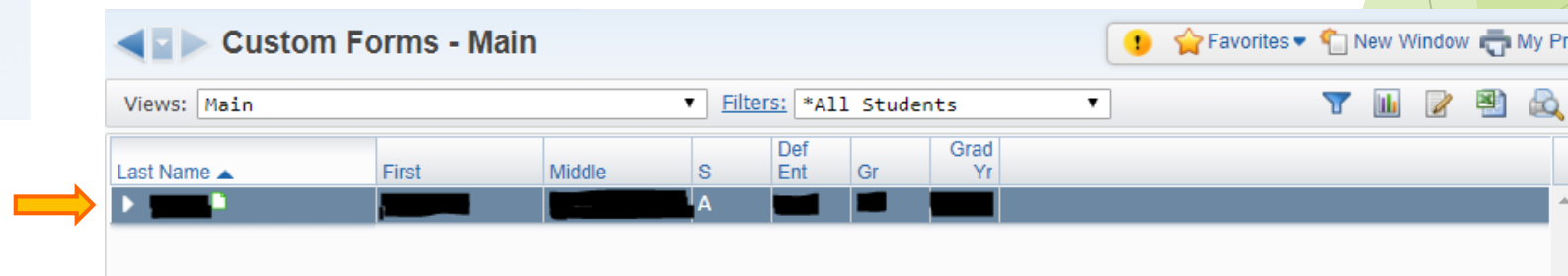
The screenshot shows a software interface for a gradebook. At the top, there are navigation tabs: 'Home', 'Teacher Access', and 'Food Service'. Below this is a 'Main Screen' header with navigation arrows. A secondary menu includes 'Other Access', 'Classes', 'Events', 'Comments', and 'Attendance'. The main area is a table with columns for 'Students', 'Fri 10/25 Atnd Taken', and a yellow column. The 'Students' column lists 11 students, each with a blue 'i' icon. An orange arrow points to the 'i' icon for student 3. A 'NEW' label is located at the bottom right of the table.

| Students | Fri 10/25 Atnd Taken |  |
|----------|----------------------|--|
| 1        |                      |  |
| 2        |                      |  |
| 3        |                      |  |
| 4        |                      |  |
| 5        |                      |  |
| 5        |                      |  |
| 7        |                      |  |
| 8        |                      |  |
| 9        |                      |  |
| 10       |                      |  |
| 11       |                      |  |

# Student Information window opens:



- ▶ Select: Custom Section 504 Forms
- ▶ The Custom Forms Main window will open, displaying the student name.
- ▶ Using the carrot to the left of the student name, expand the student record. ▶ = Carrot



# Teacher Custom Forms View

The screenshot shows the 'Custom Forms - Main' interface. At the top, there are navigation arrows and the title 'Custom Forms - Main'. Below this, there are 'Views: Main' and 'Filters: \*All Students' dropdown menus. A table lists student information with columns: Last Name, First, Middle, S, Def Ent, Gr, and Grad Yr. The first row shows a student with 'A' in the 'S' column, '201' in 'Def Ent', '08' in 'Gr', and '2024' in 'Grad Yr'. Below the table, there are buttons for 'Expand All', 'Collapse All', 'Modify Details (displaying 2 of 2)', and 'View Printable Details'. A section titled '19-20 Receipt of 504 Accommodation Plan' has an 'Add' button and 'All History' link. A message box states 'This Custom Form has not been added to the student.' Below that, a section titled 'Section 504 Student Accommodation Plan' has an 'All History' link. A table below this section has columns: View, Date Created, Time Created, and Accommodations. The first row shows a 'View' button, '09/10/2019' for Date Created, '10:39:47 AM' for Time Created, and a redacted 'Accommodations' field.

| Last Name  | First      | Middle     | S | Def Ent | Gr | Grad Yr |
|------------|------------|------------|---|---------|----|---------|
| [Redacted] | [Redacted] | [Redacted] | A | 201     | 08 | 2024    |

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

19-20 Receipt of 504 Accommodation Plan Add All History

This Custom Form has not been added to the student.

Section 504 Student Accommodation Plan All History

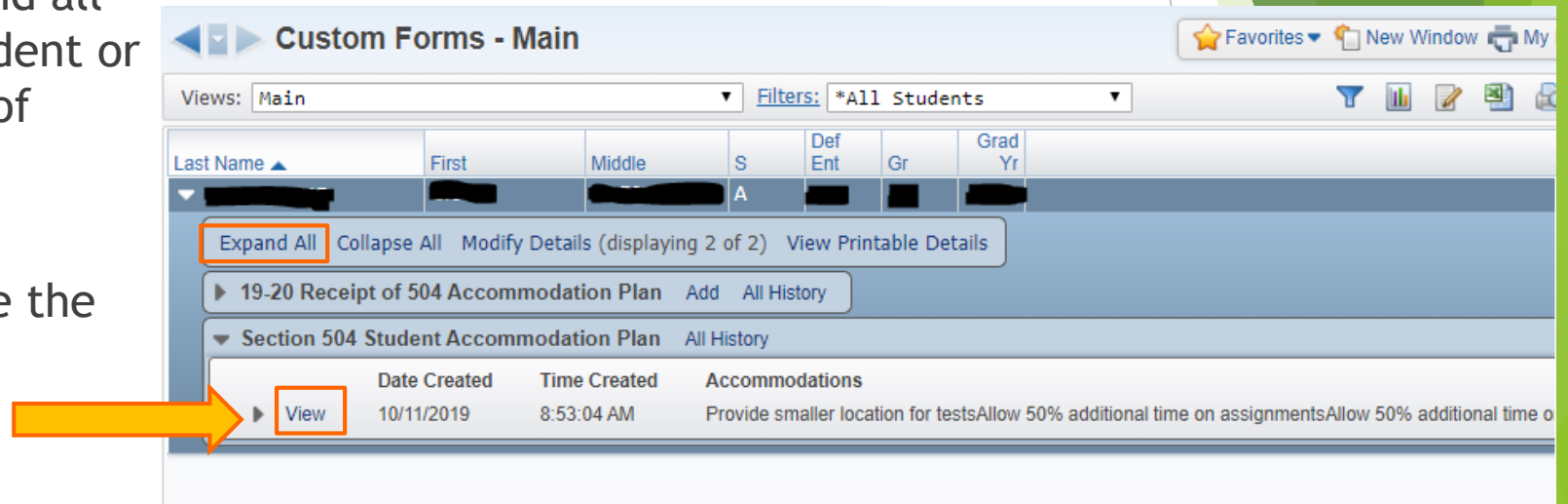
| View   | Date Created | Time Created | Accommodations |
|--------|--------------|--------------|----------------|
| [View] | 09/10/2019   | 10:39:47 AM  | [Redacted]     |

Using the View button will allow the teacher to view and print the Accommodation Plan.

Once they have read the plan they would use the add button in the 19-20 Receipt area to add and complete the receipt.

# Access the Section 504 Student Accommodation Plan

- ▶ You may use the words expand all to open all areas for this student or select the carrot to the left of Section 504 Student Accommodation Plan.
- ▶ Select the view button to see the form.



The screenshot shows a software interface titled "Custom Forms - Main". It features a table with columns for "Last Name", "First", "Middle", "S", "Def Ent", "Gr", and "Grad Yr". A row of student data is visible, with some fields redacted. Below the table, there are buttons for "Expand All", "Collapse All", "Modify Details (displaying 2 of 2)", and "View Printable Details". A dropdown menu is open, showing "19-20 Receipt of 504 Accommodation Plan" and "Section 504 Student Accommodation Plan". Under "Section 504 Student Accommodation Plan", there is a table with columns "Date Created", "Time Created", and "Accommodations". A row in this table shows a "View" button, which is highlighted by an orange arrow.

| Last Name  | First      | Middle     | S | Def Ent    | Gr         | Grad Yr    |
|------------|------------|------------|---|------------|------------|------------|
| [Redacted] | [Redacted] | [Redacted] | A | [Redacted] | [Redacted] | [Redacted] |

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

▶ 19-20 Receipt of 504 Accommodation Plan Add All History

▼ Section 504 Student Accommodation Plan All History

|        | Date Created | Time Created | Accommodations  |
|--------|--------------|--------------|---|
| ▶ View | 10/11/2019   | 8:53:04 AM   | Provide smaller location for testsAllow 50% additional time on assignmentsAllow 50% additional time o |

# Review and print the accommodation plan

Section 504 Student Accommodation Plan

North Thurston Public Schools

Section 504 Student Accommodation Plan

Section 504 of the Rehabilitation Act of 1973 is a civil statute, which guarantees a free and appropriate education to all students regardless of any disability. Students who are found eligible under this law are entitled to aids and services in order to enable their equal access to the programs and services of the North Thurston Public Schools. To provide this access, special accommodations for individual students may be required.

|               |                      |                    |
|---------------|----------------------|--------------------|
| Student:      | Implementation Date: | Student Birthdate: |
| Case Manager: | Team Meeting Date:   | Grade:             |

ADD

Learning

Classroom

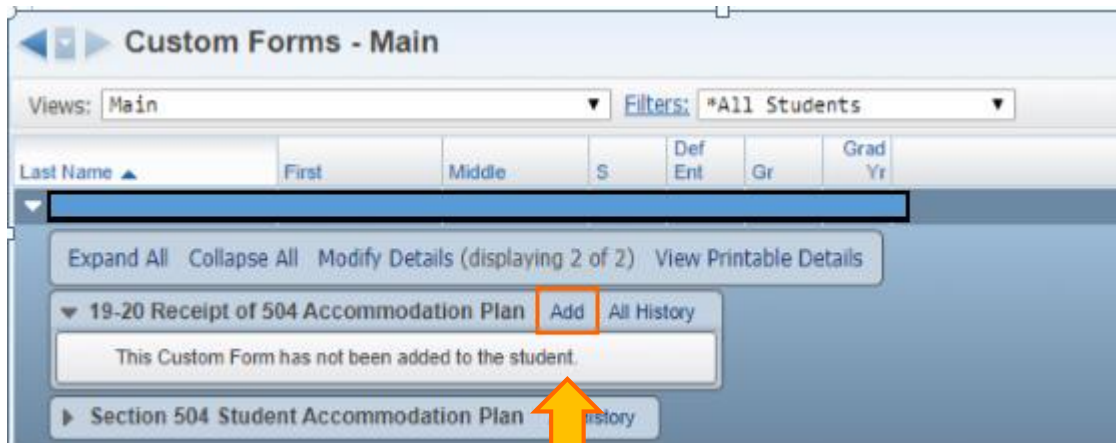
**ACCOMMODATIONS**

Note when accommodation is required, who (by position) will provide it. Field Trip Accommodations should be noted.

↑  
To print the plan use the print button located on the plan.

After reviewing and printing the Accommodation Plan, use the back button above the print button to return to the Custom Forms Screen to create your Acknowledgement Receipt.

# Creating an Acknowledgement Receipt



The screenshot shows a software interface titled "Custom Forms - Main". At the top, there are dropdown menus for "Views: Main" and "Filters: \*All Students". Below this is a table with columns for "Last Name", "First", "Middle", "S", "Def Ent", "Gr", and "Grad Yr". The table is currently empty. Below the table, there are several buttons: "Expand All", "Collapse All", "Modify Details (displaying 2 of 2)", and "View Printable Details". A dropdown menu is open, showing two options: "19-20 Receipt of 504 Accommodation Plan" and "Section 504 Student Accommodation Plan". The "19-20 Receipt of 504 Accommodation Plan" option has an "Add" button next to it, which is highlighted with an orange box. A large orange arrow points to this "Add" button. Below the dropdown menu, there is a message box that says "This Custom Form has not been added to the student."


- ▶ Use the word Add to the right of the 19-20 Receipt of 504 Accommodation Plan to create your receipt.
- ▶ After selecting Add the receipt will appear.



# Sample Receipt

Name: [REDACTED] Gender: Male

Save  
Save and Print  
Back



Receipt of 504 Accommodation Plan  
2019-2020

Dear Educator,

Attached to your Teacher Access you will find the NTPS 504 Student Accommodation Plan for [Student's Name]. This accommodation Plan contains classroom modifications to be implemented. It is important that these accommodations be implemented in every classroom so that we are in compliance with Section 504, a federal law which protects the rights of students with disabilities.



Failure to comply with the law regarding classroom accommodations may result in investigation and ruling by the U.S. Office of Civil Rights. Such a ruling can result in loss of federal funds as well as civil rights suits against employees who fail to comply with the law.

Confidentiality and sensitivity dictate the disability and the accommodations be discussed and implemented without making others in the classroom aware of either the disability or the accommodations. In some instances, it will be impossible to avoid others in the room being aware of certain accommodations. However please handle as discretely as possible to protect [Student's Name]'s right to confidentiality.

Thank you,  
Case Manager  
[REDACTED]  
Case Manager

I have read, understand and agree that I must comply with the stated accommodations for: [Student's Name].

Teacher Signature: Signature Space [REDACTED]



Complete the receipt by typing your name in the Teacher Signature space at the bottom of the receipt.

You may use the save and print button in the upper right corner to Save and print a copy of the receipt for your records if you wish. If you do not need a copy you may just use the Save button.

After saving, use the back button to return to the Custom Forms main page.

# Receipt posting for Case Manager View

The screenshot shows a web application interface for 'Entry by Student'. The page title is 'Entry by Student' with a star icon. Below the title, there are navigation and filter options: 'Views: Section 504 Details' and 'Filters: Lynn 504 Filter'. The main content area is divided into several sections:

- Student Details:** Includes fields for Last Name, First, 504 Status, S\*, Gr, DE, Birthdate, Age, G, Sec 504\*, (1) Case Manager, and (1) Date Created.
- Section 504 Details:** Contains a table with columns: Begin IAP Date, End IAP Date, Next IAP Review Date, Status, Case Manager, and WIP. The Case Manager field is highlighted with a red box.
- Section 504 Notes:** A section with the text 'No Details Available'.
- Section 504 Student Accommodation Plan:** A table with columns: Edit, Delete, Date Created, Time Created, and Accommodations.
- 19-20 Receipt of 504 Accommodation Plan:** A section with the text 'No Custom Forms found.' A yellow arrow points to this section.

Case managers have the ability to see all Receipts created for a particular student.