Naperville 203
Community Unit School District

Section 504 Flow Chart for Referrals

Parent Request

District Staff Suspect

Determine if Evaluation is Necessary

Parents can make a request for a Section 504 Evaluation by writing a letter to the School Principal. If the district suspects a student of having a disability defined by Section 504 and ADA, the student must be evaluated using an appropriate evaluation process. Parental consent for an initial evaluation is required. (Whether or not the district initiates an evaluation in response to a parent request, procedural safeguards must be provided to the parents)

Conduct Evaluation

The team must conduct an evaluation ensuring that the evaluation instruments are validated and tailored to assess the specific area of educational needs and are administered to best ensure accurate results. The team with then utilize the assessment results to determine whether the student has mental of physical impairment that substantially limits one or more major life activities (NOT limited to learning) and is eligible for services under Section 504.

YES – Eligible under Section 504

The team must create a Section 504 plan, identifying appropriate educational services by a knowledgeable team, to accommodate the identified disability.

No – Determined ineligible

If the student was found not eligible for Section 504 services, parents can request an appeal to this decision to the Building 504 Coordinator or the District Section 504 Compliance Officer.

District should notify parent/guardian of procedural safeguards.

Reevaluation

A district must reevaluate students at periodic intervals, when conditions warrant, or prior to any significant change in placement.