When a general education student is at risk in accessing the curriculum in the school setting or the Student Study Team may refer the student to Special Education or consider a 504 Plan. This module will help users coordinate students involved in the 504 Plan process, complete 504 Plan forms and meetings, and obtain information from general education teachers, staff and/or parents. Some features include meeting dates in the calendar (located under the Tools menu); reminders and timeline status displayed on the SIRAS Home Page and the Student List. The Student List and the Search functions are used according to your customized needs. A snapshot of important data items about each student are located on the MIS Summary page and can be validated for accuracy.

Under the 504 Manager you can create a 504 Eligibility Meeting, a 504 Review, or a 504 Amendment. This will generate the 504 forms that can be filled out and after they are submitted, SIRAS will show an orange warning if a required field on the form is empty. Documents may be uploaded and associated with the meeting under the 'Uploaded Documents' tab. You can request notes and comments from the general education teachers about the student and then use those notes and comments to assemble a General Education Summary Report located under the 'Notes from General Ed.' tab. See Request Notes and Comments from Teachers handout for directions. 504 Plan forms are available in English and in Spanish. For a small fee, Siras Systems can develop your LEA's 504 forms instead of using our generic version.

Getting Started on the 504 Module

1. Set up user accounts by going to the Tools Menu and select Manage Users. User Accounts may be existing or new accounts may need to be created. General user accounts in the Special Ed. or SST module can remain as a General Users the 504 module and there is no need to do anything to their accounts. Users who will be assigned as a Coordinator role with school-wide access (multiple schools are permissible) will need that role added to their user account, or a new account created if the user doesn't have an existing account. Review SST/504 User Setup handout for directions. A 504 Clerk has the highest level of access, is district-wide and is equivalent to a CASEMIS Clerk in the SIRAS Special Education Module. Best practice is to have one 504 Clerk assigned to the district (this can also be the Special Ed CASEMIS or SST Clerk). The Clerk can assign the 504 Coordinators to the schools where there is likely one per school (usually the school counselor). Once an user is assigned as a 504 Coordinator they can log into the 504 Module.

2. Adding 504 Students (active or pending) can be done by going to the Student Info menu and selecting 'New Student'. Fill out the new student page and click **Create Record** button located in the upper left-hand corner. Select 'Active' if the student already has a 504 Plan; and 'Pending' if it has not yet been determined if the student is eligible.
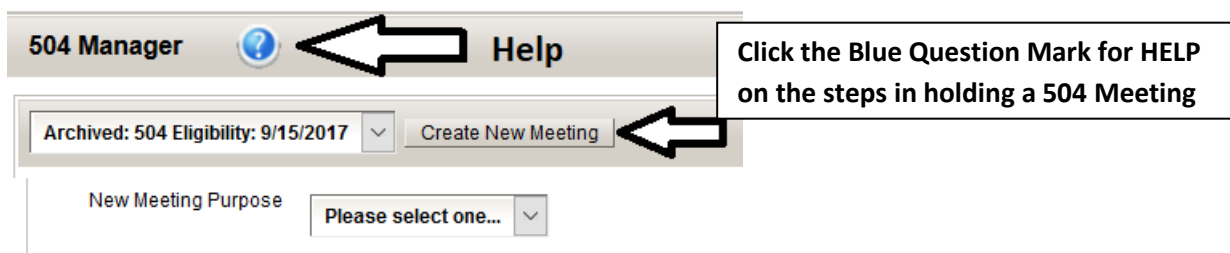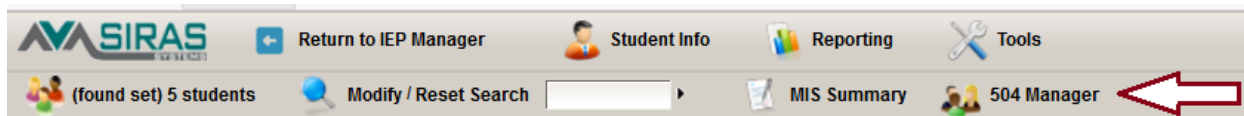
3. <u>Start Meetings</u> under the Forms or 504 Manager.

Please email steve@sirassystems.com when you are ready to start the 504 Module.