

Section 504 Program

01/26/2025 3:32 pm EST

Section 504 Program

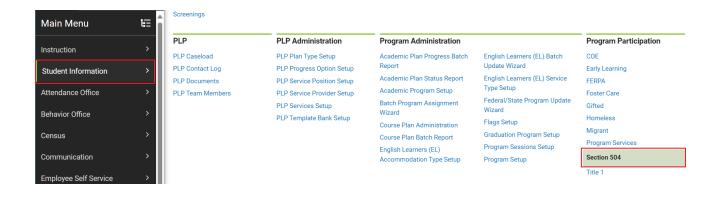


For more information regarding the Section 504 Program please visit the Students with Disabilities |

Section 504 Program Entry | Section 504 Flag Entry | Section 504 Program

Exit | Section 504 Flag Exit

Navigation: Menu > Student Information > Program Participation > Section 504



Section 504 Program Entry

When a student is eligible for the Section 504 program enter the student into the program using the following steps.

Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open Section 504 Program tool. If a student was already selected, the Section 504 Program tool will open automatically.



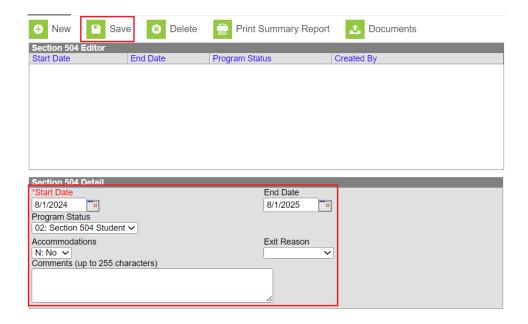
A Person is needed to use this tool.



1. Click New to add a new program.



- 2. Enter the Start Date in MM/DD/YYYY format or click the calendar icon to select the date.
- 3. Enter the **End Date** in MM/DD/YYYY format or click the calendar icon to select the date.
- 4. Select the **Program Status** from the dropdown list.
 - a. 01: Identified Student
 - b. 02: Section 504 Student
- 5. Select the **Accommodations** option from the list.
 - a. Y: Yes
 - b. N: No
- 6. Enter Comments (optional).
- 7. Click **Save** to add the program.



After saving the program, the program will appear in the student's Section 504 Program tool.



Section 504 Flag Entry

NCSIS has alerts in the form of flags that display under the student's name and information when navigating each tool. When a student is has a current Section 504 program, the 504 flag will automatically appear based on events and actions set by the state. Sometimes the flag may not automatically appear. To update the flag manually follow the steps below.

Navigation: Menu > Student Information > General > Flags

Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open Flags tool. If a student was already selected, the Flags tool will open automatically.



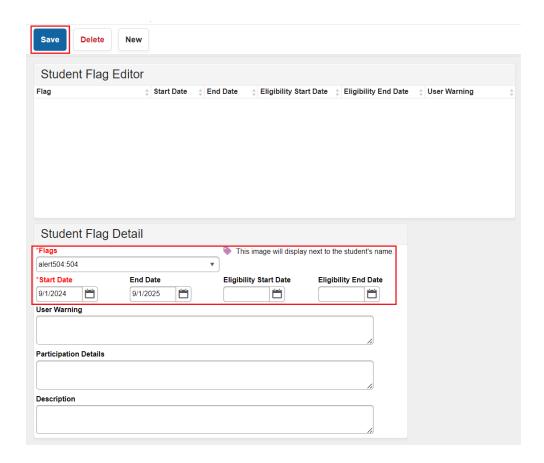
A Person is needed to use this tool.



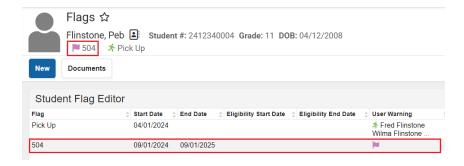
1. Click **New** to add a new flag.



- 2. Select alert504:alert from the flags dropdown.
- 3. Enter the **Start Date** in MM/DD/YYYY format or click the calendar icon to select the date. This date should match the program start date.
- 4. Enter the **End Date** in MM/DD/YYYY format or click the calendar icon to select the date. This date should match the program end date.
- 5. Enter a User Warning. (optional)
- 6. Enter participation details. (optional)
- 7. Enter a description. (optional)
- 8. Click Save.



The flag icon and color are set by the PSU and may vary from the image above.



The Section 504 Program flag is now listed in the student flag editor. The flag will display under the student information in each tool.

Section 504 Program Exit

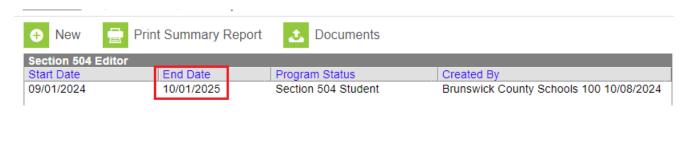
When a student is no longer eligible for services, exit the student from the program using the following steps.

Navigation: Menu > Student Information > Program Participation > Section 504

Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open Section 504 Program tool. If a student was already selected, the Section 504 Program tool will open automatically.

- 1. Click the existing section 504 program to open the program information.
- 2. Update the **End Date** in MM/DD/YYYYY format or click the calendar icon to select the date.
- 3. Select the Reason Exited from the dropdown list.
- 4. Click Save to end the program.

The updated program information will be listed in the Section 504 Editor tool. Click the program to see details regarding the program.



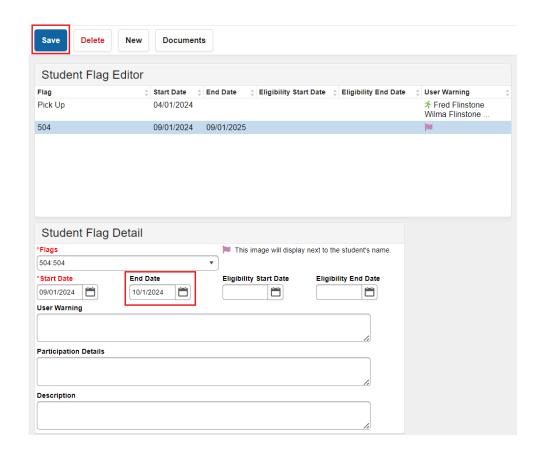
Section 504 Flag Exit

When a student's current Section 504 program ends the Section 504 Program flag will automatically update based on events and actions set by the state. If the flag does not end, the end date may need to be updated manually. To update the flag manually follow the steps below.

Navigation: Menu > Student Information > General > Flags

Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open Flags tool. If a student was already selected, the Flags tool will open automatically.

- 1. Click the **existing** Section 504 Program flag to open the flag information.
- 2. Update the **End Date** in MM/DD/YYYY format or click the calendar icon to select the date.
- 3. Click Save to end the appearance of the flag.



The student flag end date will update and no longer display for the student.

