

Section 504 Program

10/11/2024 9:52 am EDT

Section 504 Program



For more information regarding the Section 504 Program please visit the [Students with Disabilities | NC DPI](#)

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

Main Menu	Screenings	PLP	PLP Administration	Program Administration	Program Participation
Instruction >		PLP Caseload	PLP Plan Type Setup	Academic Plan Progress Batch Report	COE
Student Information >		PLP Contact Log	PLP Progress Option Setup	Academic Plan Status Report	Early Learning
Attendance Office >		PLP Documents	PLP Service Position Setup	Academic Program Setup	FERPA
Behavior Office >		PLP Team Members	PLP Service Provider Setup	Batch Program Assignment Wizard	Foster Care
Census >			PLP Services Setup	Course Plan Administration	Gifted
Communication >			PLP Template Bank Setup	Course Plan Batch Report	Homeless
Employee Self Service >				English Learners (EL) Accommodation Type Setup	Migrant
				English Learners (EL) Batch Update Wizard	Program Services
				English Learners (EL) Service Type Setup	Section 504
				Federal/State Program Update Wizard	Title 1
				Flags Setup	
				Graduation Program Setup	
				Program Sessions Setup	
				Program Setup	

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.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

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.

New
 Save
 Delete
 Print Summary Report
 Documents

Section 504 Editor

Start Date	End Date	Program Status	Created By

Section 504 Detail

*Start Date: 8/1/2024
 End Date: 8/1/2025
 Program Status: 02: Section 504 Student
 Accommodations: N: No
 Exit Reason:
 Comments (up to 255 characters):

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

New
 Print Summary Report
 Documents

Section 504 Editor

Start Date	End Date	Program Status	Created By
08/01/2024	08/01/2025	Section 504 Student	Brunswick County Schools 100 10/07/2024

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.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

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**.

Save Delete New

Student Flag Editor

Flag	Start Date	End Date	Eligibility Start Date	Eligibility End Date	User Warning

Student Flag Detail

***Flags** alert504:504 This image will display next to the student's name.

***Start Date** 9/1/2024 **End Date** 9/1/2025 **Eligibility Start Date** **Eligibility End Date**

User Warning

Participation Details

Description

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

Flags ☆

Flinstone, Peb Student #: 2412340004 Grade: 11 DOB: 04/12/2008

504 Pick Up

New Documents

Student Flag Editor

Flag	Start Date	End Date	Eligibility Start Date	Eligibility End Date	User Warning
Pick Up	04/01/2024				✱ Fred Flinstone Wilma Flinstone ...
504	09/01/2024	09/01/2025			🚩

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/YYYY 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.

 New  Print Summary Report  Documents

Section 504 Editor			
Start Date	End Date	Program Status	Created By
09/01/2024	10/01/2025	Section 504 Student	Brunswick County Schools 100 10/08/2024

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.

Save Delete New Documents

Student Flag Editor

Flag	Start Date	End Date	Eligibility Start Date	Eligibility End Date	User Warning
Pick Up	04/01/2024				Fred Flinstone Wilma Flinstone ...
504	09/01/2024	09/01/2025			

Student Flag Detail

***Flags** This image will display next to the student's name.

504:504

***Start Date** 09/01/2024
End Date 10/1/2024
Eligibility Start Date
Eligibility End Date

User Warning

Participation Details

Description

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

Student Flag Editor

Flag	Start Date	End Date	Eligibility Start Date	Eligibility End Date	User Warning
504	09/01/2024	10/01/2024			
Pick Up	04/01/2024				Fred Flinstone Wilma Flinstone ...