

12/04/2025 3:50 pm EST



Section 504 Program Entry | Section 504 Program Exit

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Program Participation

COE

Early Learning

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Homeless

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Section 504

Title 1

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

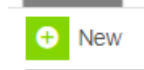
Or

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

Please visit the [Section 504 \(North Carolina\) | Infinite Campus](https://kb.infinitecampus.com/help/section-504-north-carolina) (https://kb.infinitecampus.com/help/section-504-north-carolina) article for more information on specifics for the tool.



For students that have Testing Accommodations, please follow the [Test Accommodations | Infinite Campus](https://kb.infinitecampus.com/help/test-accommodations-test-accommodations) (https://kb.infinitecampus.com/help/test-accommodations-test-accommodations) article for instructions on adding accommodations to NCSIS. For NC specific accommodation information, please contact your School Accountability Coordinator.

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

