

# **Section 504 Program**

08/29/2025 7:47 am EDT

# **Section 504 Program**

For more information regarding the Section 504 Program please visit the Students with Disabilities | NC DPI (https://www.dpi.nc.gov/students-families/parents-corner/students-disabilities)

Section 504 Program Entry Exit Section 504 Flag Entry Section 504 Flag Exit **Section 504 Program** 

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

1ain Menu 🛛 🖅 🧍	Screenings				
	PLP	PLP Administration	Program Administration		Program Participation
struction >	PLP Caseload	PLP Plan Type Setup	Academic Plan Progress Batch	English Learners (EL) Batch	COE
udent Information >	PLP Contact Log	PLP Progress Option Setup	Report	Update Wizard	Early Learning
	PLP Documents	PLP Service Position Setup	Academic Plan Status Report	English Learners (EL) Service	FERPA
endance Office >	PLP Team Members	PLP Service Provider Setup	Academic Program Setup	Type Setup	Foster Care
		PLP Services Setup	Batch Program Assignment	Federal/State Program Update	Gifted
havior Office >		PLP Template Bank Setup	Wizard	Flage Setup	Homeless
ς.			Course Plan Administration	Conduction Decrement Cotum	Migrant
isus ?			Course Plan Batch Report	Graduation Program Setup	Program Services
mmunication >			English Learners (EL) Accommodation Type Setup	Program Sessions Setup Program Setup	Section 504
ployee Self Service >					Title 1

### **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.



- 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.

🕂 New 📄 Print	t Summary Report	<b>L</b> 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 F	Person is needed to use th tool.	is
	Open Person Search	
	Or	
	Open Student Search	
	Open Household Search	
	Open Staff Search	
	• New	

- 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 Ed	Student Flag Editor							
Flag	🛊 Start Date 🍦 End	I Date 🝦 Eligibility Star	t Date 🝦 Eligibility End Date	e 🝦 User Warning 🔶				
Student Flag De	etail							
*Flags		This image will display	next to the student's name					
alert504:504	•	<ul> <li>Internage fill aloptay</li> </ul>						
*Start Date	End Date	Eligibility Start Date	Eligibility End Date					
9/1/2024	9/1/2025							
User Warning								
			le					
Participation Details								
			le					
Description								
			le					

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

Flags Flinston	☆ e, Peb ∎: Student # ☆ Pick Up	:2412340004 Grade	: 11 DOB: 04/12/2008	
New Documen	its			
Student Flag	Editor			
Flag	💠 Start Date 👙 E	nd Date 👙 Eligibility S	tart Date 🝦 Eligibility End Dat	te 🝦 User Warning
Pick Up	04/01/2024			✤ Fred Flinstone Wilma Flinstone
504	09/01/2024 0	9/01/2025		(M

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.

	Print Summary Re	eport 🔝 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	New	Documents				
Student	Flag Editor					
Flag	÷ Sta	art Date 👙 End	Date 👙 Eligibility	Start Date 👙 Eligi	bility End Date	👌 User Warning 👙
Pick Up	04	/01/2024				✤ Fred Flinstone Wilma Flinstone
504	09	/01/2024 09/0	01/2025			<b>1</b>
Student	Flag Detail					
*Flags 504:504		•	📁 This image will disp	lay next to the stude	ent's name.	
*Start Date 09/01/2024 User Warning	End Date	4	Eligibility Start Date	Eligibility Er	nd Date	
					li I	
Participation D	letails				1.	
Description					1.	

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		<b>1</b>		
Pick Up	04/01/2024			✤ Fred Flinstone Wilma Flinstone		

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