Six Steps

A student may be identified as a student with a possible disability at any time by a parent, teacher, student, counselor, administrator, other school personnel, medical personnel, or community agency staff member.

1. **Referral:** Initiation of the referral and discussion with the school 504 Accommodation Team.

2. **Notice of Rights:** The school 504 Accommodation Team Leader ensures the parents are provided a copy of the student’s rights and the complaint procedures.

3. **Review:** The 504 Accommodation Team Leader schedules a meeting to review the referral.

4. **Eligibility:** Determination if the student’s disability substantially limits one or more major life activities in the school setting.

5. **Development of Plan:** If the student is determined eligible, a 504 Accommodation Plan is developed which describes the accommodations and services to be provided in the DoDEA school. The 504 Accommodation Plan must be reviewed yearly (at a minimum) to ensure the student is able to access his/her educational program/activities.

6. **Implementation:** The 504 Accommodation Plan is implemented by all school personnel.

For additional information contact your local DoDEA school administrator or the DoDEA 504 Accommodations webpage:

[www.dodea.edu/StudentServices/accommodations.cfm](http://www.dodea.edu/StudentServices/accommodations.cfm)
Eligibility & Implementation

The school 504 Accommodation Team is responsible for identification, eligibility, and development of the student Accommodation Plan. All sources of data must be used for consideration to include educational, medical, or psychological reports that detail the nature of the disability and potential impact(s) on the student's ability to access educational programs and associated activities.

Note: Determination that the student has a disability or a medically diagnosed illness, or condition, does not guarantee eligibility for a 504 Accommodation Plan.

Frequently Asked Questions

Q: What is Section 504?

A: Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that prohibits discrimination against individuals with disabilities and requires school districts to provide students accommodations that allow access to educational programs and associated activities to the same extent as students without disabilities. A student is considered disabled and may be eligible to be considered if he/she has:

▲ A physical or mental impairment which substantially limits one or more major life activities,
▲ Has a record of such an impairment, or
▲ Is regarded as having such an impairment.

Q: What are reasonable accommodations?

A: These accommodations are to give the student access to educational programs and activities to the same extent as a student without a disability.

Example: A student who requires the use of an assistive mobility device (e.g., crutches, a walker, or a wheelchair) may require a Section 504 accommodation to leave his class 15 minutes early to avoid hallway congestion.

Q: Are dispute resolution procedures established for students with a 504 Accommodation Plan?

A: Yes. Parents or sponsors, and students over 18 years old, have dispute resolution rights under Section 504. The chain of command should begin with discussing your concerns at the school level, or a formal complaint may be filed through the District Superintendent to the Area Director’s Office. Finally, an Administrative Complaint may be filed with the DoDEA Office of Compliance and Assistance at DoDEA Headquarters.

Q: What is meant by “substantially limits one or more life activities”?

A: This is a barrier to the student performing one or more major life activities, in the school setting, as compared to an average (non-disabled) student in the school population.

Q: What are major life activities?

A: These include, but are not limited to:

▲ caring for oneself
▲ performing manual tasks
▲ seeing, hearing, speaking, breathing
▲ reading, concentrating, thinking, communicating, learning, working,
▲ eating, sleeping
▲ standing, lifting, bending

Major bodily functions may also be considered and include:

▲ functions of the immune system
▲ normal cell growth
▲ digestive, bowel, bladder issues
▲ neurological, brain
▲ respiratory, circulatory, endocrine
▲ reproductive functions