

Sample Procedures for Evaluation Students with Medical conditions for Section 504

Procedure	Date
1. Student at-risk team should be convened within 10 days of parents notifying the that their child has a medical need that may affect attendance and school performance	
2. Request permission to speak to medical providers regarding appropriate interventions, such as ways to prevent the condition from escalating. Have parents sign a form releasing child's medical records to school.	
3. Make a suggestion that parents get notes from the doctor to excuse the student's absences because of a medical condition. Provide missed work for the child to make up.	
4. Convene Section 504 team meeting to determine child's eligibility. If the medical condition substantially limits the ability to perform one or more major life activity or bodily functions, then develop a Section 504 plan with appropriate classroom supports and accommodations.	
5. Consider accommodations such as reducing or modifying assignments or allowing extended or adjusted time to complete assignments, when condition is active. Consider using technology to fill the gaps caused by missed instruction. (Such as taping lessons when taught)	
6. If not done, have school nurse complete an Individual Health Plan (IHP) with strategies for addressing symptoms of the medical condition, medication administration and their side effects. Attach the IHP to the Section 504 plan.	
7. Discuss how to avoid or reduce occurrences of the condition. For example; food, sounds, odors, stress, or weather changes.	
8. Be specific in the plan, as to who will assist the student in using techniques and strategies to ease the symptoms of the condition.	
9. Revise the plan in six weeks to determine if it is effective and make needed adjustments. Review data on grades, absences, and medical management.	
10. If the child continues to miss extended periods of school, the 504 team may want to reevaluate the child and consider temporary homebound instruction. Determine if homebound instruction is the Least Restrictive environment (LRE) to meet the child's needs.	