samegoal

Manifestation Determination

When a student enrolled in the Section 504 program receives disciplinary action, the 504 team can meet to determine if the student's actions were a result of their disability. This is called a manifestation determination review (MDR).

Conducting a manifestation determination review

Steps *Steps to conduct a manifestation determination review:*

1. Send a **Notice of 504 Team Meeting** to the parents. The purpose will be **Manifestation determination**.
2. Create a **Manifestation Determination** document.
3. Provide relevant background information.
4. Review all relevant information in the student's file, including their 504 plan.
    - See below for steps on how to document that you reviewed the student's 504 plan.
5. Make a determination of whether the student's behavior is or is not a manifestation of their disability.
    - If the behavior is not a manifestation, the school may take disciplinary action in the same manner they would for a child without disabilities.
    - If the behavior is a manifestation, the 504 team must take additional steps to address the issue.

Steps *Steps to document a review of a 504 plan for an MDR:*

1. Navigate to the student's **Section 504 Plan**.
2. Amend the document.
3. Add an **Amendment/Revision** section at the bottom of the cover page.
4. Under meeting, select **"Yes"** and provide the relevant dates.

5. Click **add Change**.
6. For **Section Amended/Revised**, enter **"Complete plan"**.
7. For **Description of Changes**, document the purpose of the amendment.
    - An example could be **"Reviewed plan in accordance with MDR"**.
8. If you want to add signatures, you can add an additional signature section in Section 5.
9. Mark the document complete again.

Tip This is a suggested workflow for documenting a review of a 504 plan that several districts follow, however it is not required to document the review in this manner.