samegoal

Section 504 Deadlines

Section 504 deadline tracking calculates upcoming document deadlines directly from existing documents as they are completed. **Below are documents and criteria used to calculate a student's deadlines for Section 504.**

Initial Workflow Deadlines

Deadline	Placed When	Due	Requirements
1. PWN (indicating LEA proposes or refuses an initial evaluation) must be sent within 15 school days after referral.	"Referral for Section 504 Evaluation" with "Date Received" populated	15 school days after referral ("Date Received")	"Section 504 Prior Written Notice" • "1. The purpose..." shows "propose"; "initiate" or "refuse"; and "Section 504 initial evaluation" as checked • "Date" satisfies due date
2. Consent for Section 504 Initial Evaluation must be sent within 15 school days after referral.	"Referral for Section 504 Evaluation" with "Date Received" populated	15 school days after referral ("Date Received")	"Consent for Section 504 Initial Evaluation" • "Date" satisfies due date
3. Section 504 Evaluation must be	"Consent for Section 504 Initial	45 school days after receipt of consent	"Section 504 Evaluation"

completed within 45 school days of receipt of consent.	Evaluation" with "Date" populated and "I consent..." selected	("Date")	• "Initial evaluation" is selected • "Meeting Date:" satisfies due date
4. Notice of 504 Team Meeting must be sent 30 calendar days after initial evaluation determined student eligible.	"Section 504 Evaluation" with "Meeting Date:" populated, "Initial evaluation" selected, and "A 504 plan will be developed for the student" is "Yes"	30 calendar days after determined eligible ("Meeting Date:")	"Notice of 504 Team Meeting" • "At the meeting..." includes "Initial 504 plan" • "Date" satisfies due date
5. Initial Section 504 Plan is due 30 calendar days after initial evaluation determined student eligible.	"Section 504 Evaluation" with "Meeting Date:" populated, "Initial evaluation" selected, and "A 504 plan will be developed for the student" is "Yes"	30 calendar days after determined eligible ("Meeting Date:")	"Section 504 Plan" • "Plan Type" is "Initial" • "Meeting Date:" satisfies due date
6. Consent to Provide Section 504 Services must be sent 30 calendar days after initial evaluation.	"Section 504 Evaluation" with "Meeting Date:" populated, "Initial evaluation" selected, and "A 504 plan will be developed for the student" is "Yes"	30 calendar days after initial evaluation ("Meeting Date:")	"Consent to Provide Section 504 Services" • "Date" satisfies due date

Recurring Workflow Deadlines

Deadline	Placed When	Due	Requirements
7. Notice of 504 Team Meeting must be sent one year less one day after last Section 504 plan.	"Section 504 Plan" with "Meeting Date:" populated	One year less one day after last Section 504 plan ("Meeting Date:")	"Notice of 504 Team Meeting" • "At the meeting..." includes "Section 504 plan review" • "Date" satisfies due date
8. Section 504 Plan (Annual Review) is due one year less one day after last Section 504 plan.	"Section 504 Plan" with "Date" populated	One year less one day after last Section 504 plan ("Date")	"Section 504 Plan" • "Plan Type" is "Review" • "Date" satisfies due date
9. Section 504 Evaluation is due three years less one day after last Section 504 Evaluation.	"Section 504 Evaluation" with "Meeting Date:" populated and "A 504 plan will be developed for the student" is "Yes"	Three years less one day after last Section 504 evaluation ("Meeting Date")	"Section 504 Evaluation" • "Reevaluation" is selected • "Meeting Date:" satisfies due date

Exiting Workflow Deadlines

Deadline	Placed When	Due	Requirements

12. Notice of Ineligibility for Section 504 Plan must be sent within 15 school days after initial evaluation determined student ineligible.	"Section 504 Evaluation" with "Meeting Date:" populated, "Initial evaluation" selected, and "A 504 plan will be developed for the student" is "No"	15 school days after determined ineligible ("Meeting Date:")	"Notice of Ineligibility for Section 504 Plan" • "Date" satisfies due date
13. PWN (indicating student no longer eligible) must be sent within 15 school days after reevaluation determined student ineligible.	"Section 504 Evaluation" with "Meeting Date:" populated, "Reevaluation" selected, and "A 504 plan will be developed for the student" is "No"	15 school days after determined ineligible ("Meeting Date:")	"Section 504 Prior Written Notice" • "1. The purpose..." includes "proposes" to "initiate" "Cessation... no longer eligible" • "Date" satisfies due date