

Manifestation Determination Review

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When a student eligible under Section 504 receives disciplinary action, the school must meet to determine if the student's conduct was a manifestation of their disability before a significant change in their placement may occur.

Steps *To conduct a Manifestation Determination Review:*

1. Create a **Section 504: Prior Written Notice** and select **Manifestation Determination** as the type of action.
2. Provide necessary information and contact information.
3. Share the document along with the **Notice of Parent/Student Rights** with the parents.
4. Mark the document complete.
5. Create a **Section 504: Parent Invitation** and select the purpose **To conduct a Manifestation Determination**.
6. Provide meeting information and share the document with the parents.
7. When the parents respond, mark the document complete.
8. Create a **Section 504: Manifestation Determination Review** and provide relevant information.
9. Meet with the Section 504 team and the parents to review all information.
10. Make a determination of whether the behavior was or was not a manifestation of the student's disability.
 - If the behavior was a manifestation, the student must remain in their current educational placement.
 - If the behavior was unrelated to the student's disability, the district may apply the relevant disciplinary actions applicable to all students.
11. Add signatures and mark the document complete.

