samegoal

Discontinuation of Section 504 Services

Sometimes students need to be unenrolled from Section 504. To discontinue services once they've started, you can complete discontinuation documentation.

Student is moving to special education

Steps *To unenroll a student from Section 504:*

1. **Section 504 Discontinuation**
    - Create document.
    - Share with other educators as relevant.
    - Enter in meeting date and effective date.
    - Sign electronically or attach signature page.
    - Mark document complete.

Parent revoked consent for services

Steps *To unenroll a student from Section 504:*

1. **Section 504 Prior Written Notice**
    - Create document.
    - Enter information.
    - Purpose should include to **Propose** to **Initiate Cessation of 504 services due to the parent's revocation of consent for services**.
    - Mark document complete.
    - Share document with parent(s).

Student is no longer eligible

Steps *To unenroll a student from Section 504:*

1. **Section 504 Prior Written Notice**
    - Create document.
    - Enter information.
    - Purpose should include to **Propose** to **Initiate Cessation of 504 services due to the student no longer being eligible**.
    - Mark document complete.
    - Share document with parent(s).