

## 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).