Entering 504 Data

1. Open the Other Information page on the identified student.
2. Check the Received 504 services checkbox.
3. Open the Special Programs page for the student.
4. Click New.
5. In the Comment area enter medically documented eligible disability.
6. Enter the Entry date.
7. Enter the Exit date if the student is no longer eligible for 504 protection under the law.
8. Enter the grade level.
9. In the Program pull down select 504.
10. Click the submit button.
11. **DO NOT FILL IN ANY INFORMATION BELOW PROGRAM PULL DOWN. THE REST OF THIS INFORMATION DOES NOT APPLY TO 504!! IT IS INFORMATION SPECIFIC TO SPECIAL EDUCATION.**