

504 PLANS: A QUICK GUIDE

Empower students through equal access

What is a 504 Plan?

A 504 Plan comes from Section 504 of the Rehabilitation Act of 1973, which ensures students with disabilities are not discriminated against and have equal access to school programs. It provides reasonable accommodations like audiobooks, extra time, or preferential seating. A 504 does not offer specialized instruction like an IEP does.

Who can have a 504 Plan?

To be eligible, a student must:

- Have a physical or mental impairment
- The physical or mental impairment must substantially limit a major life activity (e.g., learning, reading, concentrating)
- The impairment must require accommodations to access school programs equally

This includes conditions like ADHD, dyslexia, severe allergies, diabetes, asthma, even temporary ones like a broken arm, so long as the impairment significantly affects learning.

504 Evaluations

This type of evaluation is not as in-depth as the special education evaluation for IEPs. Data can include medical records, classroom observations, test scores, work samples, and parent/school staff interviews.

Parents can request an evaluation, but schools must also have reasonable evidence to suggest that the student needs accommodations.

What Types of Accommodations?

Each accommodation addresses the individual need(s) of the student. Examples may include:

- Front-of-room seating for students easily distracted
- Text-to-speech tools for readers with dyslexia
- Extra time on tests for students with slower processing

504 Plans are created to remove barriers to the learning environment.



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Ongoing Monitoring & Reviews

Teachers and staff are responsible for implementing accommodations and participating in reviews.

The 504 Plan should be reviewed at least once a year, and can be reviewed sooner if your child isn't progressing or their needs change.

Discipline & Your Rights

Students with 504 Plans are subject to regular school discipline policies. If a student is suspended for more than 10 days (consecutive or cumulative), it's considered a change of placement, initiating additional safeguards under Section 504.

Local Support Contacts

Jefferson County: The school district has a dedicated 504 coordinator and parent guide/referral form. Contact Office of Student Services: 303-982-7263.

Clear Creek & Gilpin Counties: Start by contacting your school secretary to find the site coordinator.

How The Arc Can Help

While The Arc focuses on supporting families of children with Intellectual & Developmental Disabilities (I/DD), we still offer self-guided trainings and referrals for those seeking 504 Plan information, even if not providing direct advocacy for these cases.



Connect with us!



The Arc – Jefferson, Clear Creek & Gilpin Counties

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