

Protocol for Applying for a 504 Plan (Section 504 of the Rehabilitation Act)

* A 504 Plan is issued to students who demonstrate ***substantial*** interference in the process of learning as evidenced in their academic performance.

Steps for Applying for a 504 Plan:

1. Contact Mrs. Cathy Donnelly cdonnelly@stanthonyshs.org, Academic Counselor, with the following documentation for the Saint Anthony's 504 Evaluation Committee.

Professional/ Medical Documentation including: diagnosis, how the diagnosis interferes with learning, and the duration of the interference.

This can include a neurological evaluation, psychological testing, educational testing, rating scales and other testing.

2. Submit a parental letter indicating the struggles the student encounters in the academic arena including study skills, grades and homework.

Upon receipt of the above documentation, the Saint Anthony's 504 Committee will convene to review the following:

- Documents submitted
- Transcripts
- Teacher Observation Reports
- Parent Letters
- Current Report Card

3. Parents will be contacted with the Committee decision as soon as possible.