Section 504 Meeting Deadlines

As a reminder, Chancellor’s Regulation A-710 requires within 5 school days of receiving the 504 accommodation request (completed DOE forms), that the school 504 coordinator must schedule the 504-team meeting to occur:

- **No Health Services Requested:** Within 15 school days when possible, and no later than 30 school days, of receiving completed 504 request forms.
- **Health Services Requested:**
  - **Returning Students:** 504 team meetings occur within 15 school days of receiving 504 request forms and Medication Administration Form or Medically Prescribed Treatment Form (“health services request forms”), or prior to end of school year, whichever is sooner.
  - **New/Newly Diagnosed Students:**
    - If parents submit 504 request forms or health services request forms prior to start of school year: 504 team meeting occurs prior to first day of school whenever possible, and when health services are requested, no later than 15 school days after first day of school.
    - If parents submit 504 request forms or health services request forms during the school year: 504 team meeting occurs as soon as possible after receipt, and when health services are requested, no later than 15 school days of receipt.

- **Students with Diabetes Who Require Paraprofessional:** You/your designee identifies paraprofessional for student’s diabetes care within 5 school days; if paraprofessional cannot be identified by then, notify Section 504 program manager for assistance and identify one, within 5 school days of when 504 team determines to assign a paraprofessional.

As shared in the August 29 edition of Principals Digest, 504 coordinators must complete fall training by September 21. For questions about Section 504 accommodations, contact your health director (DOE login required).