**Section 504 Plan Submission**

As shared in previous editions of *Principal Digest*, every principal is required to appoint a school-based 504 coordinator, as identified in Galaxy and on the Consolidated Plan; the 504 coordinator must participate in 504 plan meetings in accordance with Chancellor’s Regulation A-710. Additionally, please note the following:

As in previous years, at the 504 meeting, or as soon as possible after, the 504 coordinator must complete the appropriate 504 Plan template (504 Accommodation Plan Template or Diabetes 504 Accommodation Plan Template). The 504 plan must then be entered into the 2023–24 Online 504 Data Tracker as soon as possible after the 504 meeting is completed and the 504 Plan is signed. This information must also be entered into the ATS S504 screen. You and/or your designee should ensure that all currently active 504 Plans for the 2023–24 school year—that have not yet been entered into the tracker—are uploaded by **December 15**.

If a student has an IEP, and the IEP team determines that a separate 504 Plan should be maintained for the student, it must be uploaded to SESIS as a “Document Related to the IEP” and should not be entered into the 2023–24 Online 504 Data Tracker.

For questions, contact your **health director**.