

Dr. Jute Wilson
Superintendent

Cleve Hendrix
Deputy Supt.

Norma Greenwood
Assistant Supt.
Teaching & Learning

Lamar County Schools

100 Victory Lane - Barnesville, GA 30204
(770) 358-5891 – FAX (770) 358-5858
www.lamar.k12.ga.us



Danny Turner
Board Chair

Sue O'Neal
Vice Chair

Susan Byars

Ron Smith

Horace Hightower

504 Procedures

- *Should a parent request a 504 evaluation and /or a 504 Plan, the following procedures should be followed.*
 - *Enrollment procedures should be followed for any student transferring from another district or state with a current 504 Plan.*
 - *The SST Problem-Solving process should be followed for all other concerns regarding struggling students.*
1. Establish meeting. Who are the required members? Parent/student, 504 Coordinator and classroom teachers
 2. How often? At LEAST annually the plan must be reviewed/updated. Documentation of disability must be obtained every 3 years, attach the documentation to the 504 Plan. Establish 504 meeting within 15 days of request.
 3. Who conducts the meeting? 504 Coordinator
 4. Give parents: 504 rights (be prepared to explain), procedural safeguards and copy of completed plan at the end of the meeting.
 5. Explain each section of the 504 Plan as it is being developed. Encourage the team to create the plan. Create accommodations appropriate for the impairment. Remember the goal is to provide equal access to FAPE, this does not guarantee a student to make "All A's".
 6. Have parents sign the last page of the 504 Plan, check boxes as appropriate, make copy of plan for parent before leaving the meeting.
 7. Within 5 days send plan and attached documentation to Special Education Director at Central Office. Ensure that school administrators are aware of the student's 504 Plan.
 8. Send email to the Special Education Director to mark SIS and upload the plan to electronic database.
 9. Have teachers to sign that they have access to, understand, and will implement the 504 Plan.
 10. Check on the implementation of the 504 Plan quarterly.

Remember 504 students are allotted the same rights as special education students for access and discipline.*