

Recording Section 504 in PowerSchool

Students with a Section 504 designation must be recorded in PowerSchool for the purposes of the Office of Civil Rights (OCR) data collection. The Civil Rights Data Collection (CRDC) is submitted to the OCR every two years.

Use the following document to create a record indicating a student has been designated Section 504 in your Local Education Agency (LEA). An active Section 504 designation is a record that:

- Does not have an Exit Date or
- The Exit Date is in the future

Important: Section 504 designation is a local policy. Records in PowerSchool should reflect the start and end dates of the Section 504 designation/plan within your LEA. For federal guidance regarding Section 504 plans, please use the following link: <http://www2.ed.gov/about/offices/list/ocr/docs/placpub.html>

Applicable to the SY 2013-2014 OCR Collection Only

For the purposes of the school year 2013-2014 Office of Civil Rights data collection, below are scenarios in which a student must have a Section 504 record in PowerSchool.

- Students who were active must have a Section 504 record.
- Students active in the school year 2013-2014 but transferred out (withdrawn) of your LEA.
- Students who graduated in school year 2013-2014.

Note: It is not required to add an **Exit Date** to students who graduated in school year 2013-2014

Important: All Section 504 Entry and Exit dates should reflect the dates the student entered and existed the program as determined by your LEA 504 Coordinator.

If the date the student was designated Section 504 is on or before Oct 01, 2013, they will be reported for the school year 2013-2014 OCR collection. For e.g.: if the student was designated as Section 504 on September 15, 2013, enter 09/15/2013 in the **Entry Date** field. However, if the student was designated as Section 504 on February 4, 2014, enter 02/04/2014 to be captured in the next OCR collection timeframe.

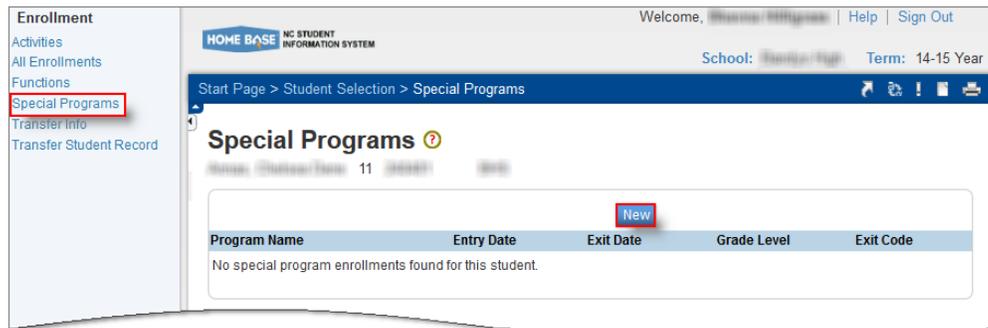
Recording a new Section 504 Special Program Assignment

Students who have been evaluated and require a Section 504 designation must have a record in PowerSchool within Special Programs.

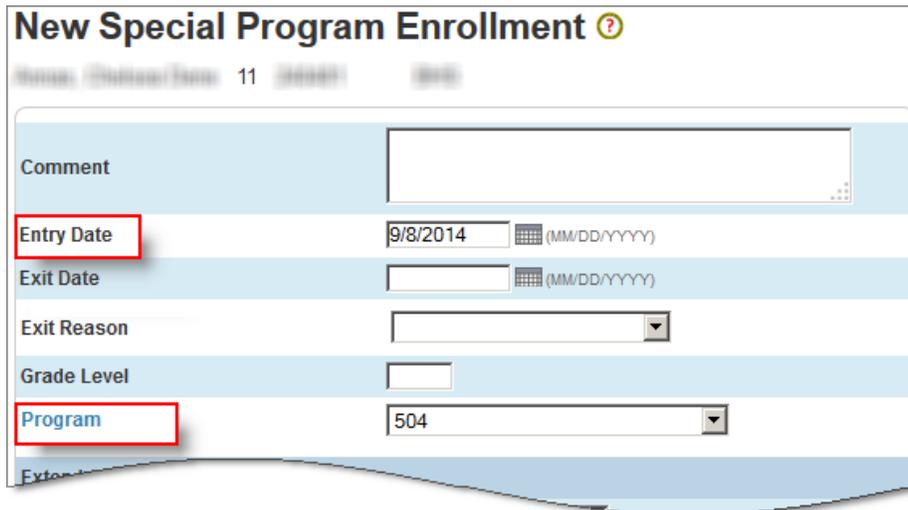
Fields for Section 504 OCR Collection:

- Program
- Entry Date
- Exit Date

Navigation: Start Page > Select Student > Special Programs



1. Click **New**.
2. Record the **Entry Date**.
3. From the **Program** drop-down, select **504**.



Note: The **Grade Level** field is not used for the purposes of OCR data collection. The collection will look at student enrollment records for the appropriate grade level.

4. Click **Submit**.

Updating an existing Section 504 Special Program Assignment

If the student already has an existing/open Section 504 record in PowerSchool that:

- Accurately reflects their current Section 504 status;
 - There is no need to add an **Exit Date** for this record and recreate a new Section 504 record. Update the existing record with an **Exit Date** when applicable.
- Inaccurately reflects their current Section 504 status;
 - Update the **Exit Date** to reflect the date the student was no longer eligible for Section 504.

Ending a Section 504 Special Program Assignment

Section 504 designations in PowerSchool should be ended when the student withdraws from the LEA. This section describes the process to exit a Section 504 designation when the student is:

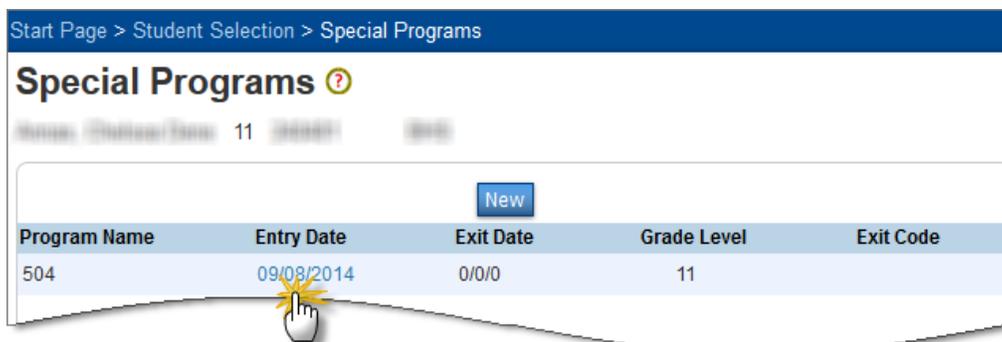
- Evaluated by Section 504 Coordinator, page 3
- Withdrawn from the LEA, page 4

Note: For the purposes of the school year 2013-2014 OCR collection, there is no need to add an Exit Date to a student who graduated from your school in school year 2013-2014 . However, if you do not add an Exit Date to these records, the students will remain in your Special Program Enrollment roster until an end is provided.

Evaluated by Section 504 Coordinator

Navigation: Start Page > Select Student > Special Programs

1. From the **Special Programs** list screen, click the **Entry Date** link for the Section 504 record.



2. Record the **Exit Date**.
3. Click **Submit**.

Withdrawn from the LEA

Once a Section 504 designation has been recorded for a student, an indicator appears on the **Transfer Student Out** page.

Navigation: Start Page > Select Student > **Functions** > **Transfer Out of School**

The screenshot displays the PowerSchool interface. On the left, the 'Enrollment' sidebar has 'Functions' highlighted. The main content area shows the 'Functions' menu with 'Transfer Out Of School' highlighted. A red arrow points from 'Functions' in the sidebar to 'Transfer Out Of School' in the main menu. Another red arrow points from 'Transfer Out Of School' in the main menu to the '504' checkbox in the 'Transfer Student Out' form. The form includes fields for 'Transfer comment', 'Date of transfer', 'Exit code', and a section for 'Also transfer out of selected programs:' where the '504' checkbox is checked. A 'Submit' button is at the bottom right of the form.

1. On the **Transfer Student Out** screen, check the **504** checkbox.
2. Click **submit**.

Refer to the **Transfer Out (QRD)** (located under http://www.nc-sis.org/admit_withdraw.html) for additional information on the transfer process.

Locating Students with existing Section 504 Designations

Staff with the appropriate access can view a list of active students with Special Program enrollments, including Section 504 designations. Refer to [PS_QRD_SecurityGroups](#) documentation under http://www.nc-sis.org/school_information.html for security and screen configurations.

LEA Level

Staff with central level access can view all students with an active Section 504 designation in the LEA, including students in a Transferred Out state, or in the Graduated Students school.

An active Section 504 designation is a record that:

- Does not have an Exit Date or
- The Exit Date is in the future

Navigation: Start Page > LEA Office > **LEA** > **Special Programs**

The screenshot shows the 'LEA Setup' page. In the left sidebar, 'LEA' is selected. The main content area shows a table of 'General Functions'. The 'Special Programs' row is highlighted. A callout box titled 'Special Programs' shows a table with columns 'Program Name' and 'Show Current Students'. The '504' program name has a 'Display' link highlighted in the 'Show Current Students' column.

1. At the **Special Programs** screen, click the **Display** link for the '504' Program Name.
2. At the **Enrolled students: 504** screen, under the **students** column, click the student name to review their Section 504 record.

The screenshot shows the 'Enrolled Students: 504' page. A table lists students with columns 'Students', 'Student Number', and 'Grade Level'. One student name is highlighted. A callout box titled 'Special Programs' shows a table with columns 'Program Name', 'Entry Date', 'Exit Date', 'Grade Level', and 'Exit Code'. The '504' program name is listed with an entry date of 09/08/2014 and a grade level of 11.

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School Level

Staff with school level access can view a list of active students with an active Section 504 designation in their school.

An active Section 504 designation is a record that:

- Does not have an Exit Date or
- The Exit Date is in the future

Navigation: Start Page > **Special Functions** > **Special Program Enrollment**

The screenshot shows the PowerSchool interface. The 'Special Functions' menu is open, and 'Special Program Enrollment' is highlighted. A callout window titled 'Special Programs' is shown, listing various programs. The '504' program is selected, and its 'Display' link is highlighted.

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Search Log Entries	Searches student log entries.
Special Program Enrollment	Display and select students currently enrolled in special programs.

Program Name	Show Current Students
504	Display
Alternative Program	Display
DSS Custody	Display
Early Release	Display

1. At the **Special Programs** screen, click the **Display** link for the '504' Program Name.
2. At the **Enrolled Students: 504** screen, under the **Students** column, click the student name to review their Section 504 record.

The screenshot shows the 'Enrolled Students: 504' screen. A list of students is displayed. A callout window titled 'Special Programs' is shown, displaying the record for the selected student.

Students	Student Number	Grade Level
[Student Name]	[Student Number]	9
[Student Name]	[Student Number]	7
[Student Name]	[Student Number]	6
[Student Name]	[Student Number]	11

Program Name	Entry Date	Exit Date	Grade Level	Exit Code
504	09/08/2014		11	

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