

Dear OCR Coordinators,

DPI has selected an official location in PowerSchool to record students with a Section 504 plan. Section 504 data is reported to the Office of Civil Rights (OCR) every two years. In order to satisfy the OCR requirements, the NC DPI is asking that each LEA record Section 504 data for the 2013-2014 school year by the close of business on October 17th, 2014. If applicable to the student, please date the Section 504 record on or before October 1, 2013. Please also remember to record Section 504 data for students who were active in the 2013-2014 but have since been withdrawn from your school.

Moving forward, please record Section 504 designations under Special Programs for reporting purposes. Section 504 records should be ended when a student withdraws from the school or during the End of Year (EOY) process. This will ensure the student is evaluated as appropriate when admitted to a new school or beginning a new school year. At this time there is no need to add exit dates to any existing records Section 504 records within Special Programs; any records that do not have an end date will be closed during the 2014-2015 EOY process.

Documentation has been written to support the process of recording Section 504 data. To review the *'Recording Section 504 in PowerSchool'* document, please visit: http://www.nc-sis.org/student_information.html.

For guidance and policy information regarding Section 504 student plans, please visit the Office Civil Rights website at <http://www2.ed.gov/about/offices/list/ocr/docs/placpub.html>.

The NC DPI appreciates your continued support in the new state level OCR submission process. Please feel to contact the Home Base Support Center with any questions or concerns you might have at dpi.incidents@its.nc.gov.