**Student Does Not Qualify under IDEA**

- Student Evaluation for eligibility under IDEA criteria

  **YES**
  - Student qualifies under IDEA
    - Case Manager continues with IEP development and team delivery of services

  **NO**
  - Case Manager informs parent that the student may be eligible for a 504 Plan during eligibility meeting.
    - Case Manager creates Prior Written Notice (PWN) of Special Education Action within 3 business days.
      - Case Manager completes 504 Referral Form located in Enrich within 3-5 business days.
        - Case Manager submits documents to school counselor or site-based 504 coordinator within 3-5 business days.

Reference in the PWN that the student may be eligible for a Section 504 Plan and is being referred to the school counselor or site-based 504 coordinator.

Documents to be submitted are: 504 Referral Form, IEP Evaluation Summary, documents from external sources.