Section 504 (BIE)

Last Modified on 12/14/2025 8:45 pm CST

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The BIE Section 504 tool records the academic accommodations a student in a 504 Program is receiving to enhance learning functions specific to their needs. Students participating in a 504 Program must be reevaluated every three years and may only be allowed in one 504 program at a time. A history of prior 504 Program participation is tracked by program start and end dates and prints in the Summary Report.

See the core [Section 504](#) article for additional information.

BIE Section 504 Editor

Read - View the BIE Section 504 records.

Enter BIE Section 504 Information

1. Select the **New** icon. A BIE Section 504 editor displays.
2. Enter the **Start Date** of the BIE 504 record.
3. Enter all **BIE 504 Disability** values that apply to the student by clicking within the editor box and selecting from the pre-populated list.

   - **Learning Disability Type** is required when a BIE 504 Disability of "Learning Disability" is selected.

     Other Disability Description is required when a BIE 504 Disability of "Other" is selected.

     Text fields have a maximum character limit of 100

4. Enter all **BIE Major Life Activity Affected** values that apply to the student by clicking within the editor box and selecting from the pre-populated list.

   - **Other Major Life Activity Description** is required when BIE Major Life Activity Affected of "Other" is selected.

5. Enter all **BIE 504 Accommodation** values that apply to the student by clicking within the editor box and selecting from the pre-populated list.

   - **Other Accommodation Description** is required when the following BIE 504 Accommodations are selected:
     - Other Teaching Strategy
     - Other Area/Safety Precaution
     - Other Facility Alteration
     - Other Auxillary Aids and Services

6. Select **Y:Yes or N:No** to "Was parent notified of intent to evaluate?"
   - If 'Yes' enter date of guardian notification.
7. Select **Y:Yes or N:No** to "Was consent to Evaluate and Receipt of Parent Rights given."
   - If 'Yes' enter date consent was received.
8. Select **Y:Yes or N:No** to "Was Section 504 Parent Rights and Procedural Safeguards Form given?"
   - If 'Yes' enter date form was given.

9. Select **Y:Yes or N:No** to "School 504 Coordinator completed the 504 Eligibility Determination Form and is in Student's Cumulative file?"
10. Enter an **Annual Review Date** to assess student needs are met.
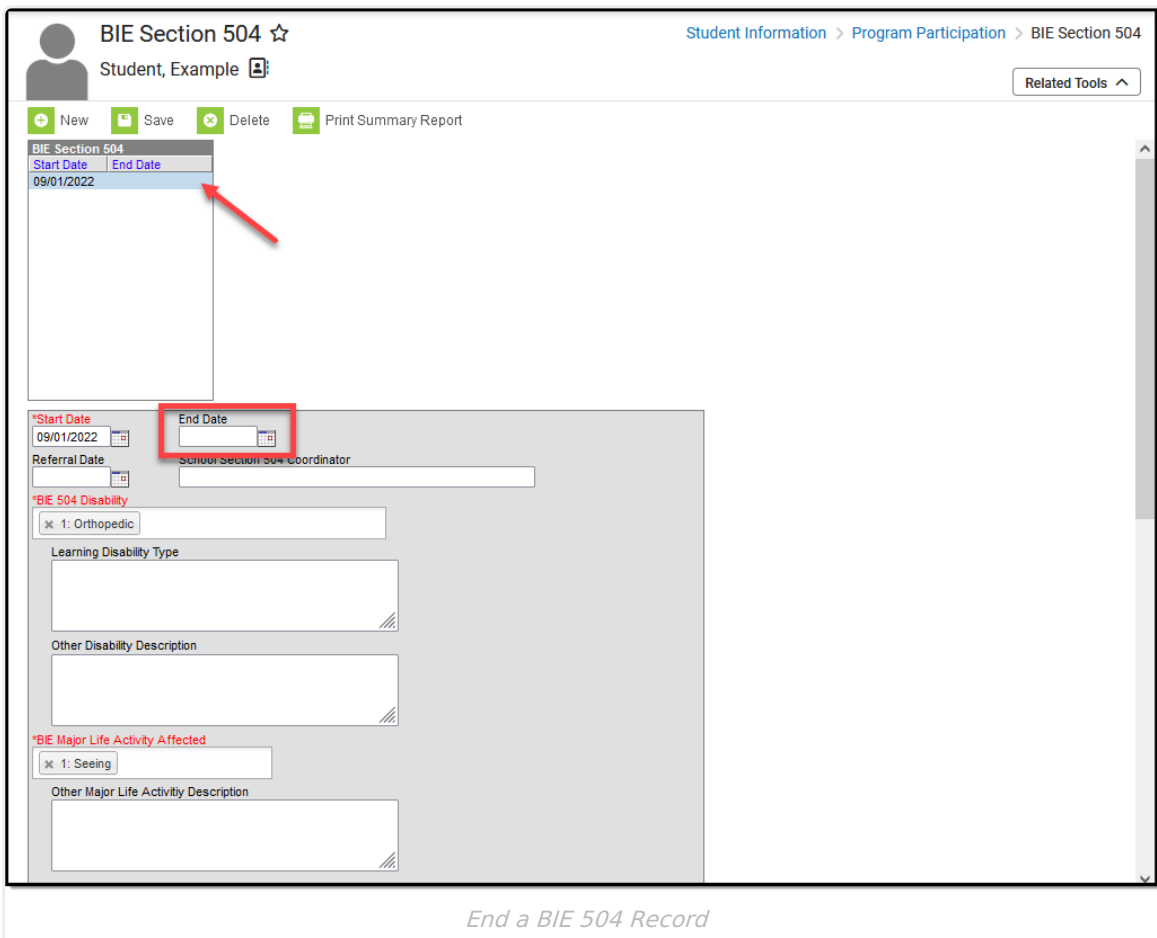11. Enter a **Reevaluation Date.**

> **Students must be reevaluated every three years.**

12. Enter any additional **Comments** not to exceed 250 characters. Comments will print on the Summary Report.
13. Click the **Save** icon when finished.

End a BIE Section 504 Record

To end a 504 Program for a student, select the active record to display the BIE Section 504 editor. When the editor displays, enter a date in the End Date field and click save.

> BIE 504 Programs cannot overlap. Prior to creating a new 504 record for a student, end date the active record first.

End a BIE 504 Record

Print Summary Report

Click the **Print Summary Report** icon to generate a PDF view of the BIE Section 504 record(s) for a student. A history of all records prints.

19-20 Northwest High School Generated on 10/08/2020 10:06:05 AM Page 1 of 1	Student, Allen - BIE Section 504 Summary Grade: 09 State ID:

Start Date	End Date	BIE 504 Disability	Comments
01/02/2020		7	test sync
01/01/2019	01/01/2020	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21	Comments display here.

BIE Section 504 Summary Report

Manage Upload Documents

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- Upload Documents
- Delete Documents
- Replace Documents
- Edit a Document Name or File Description
- Download Documents

Ad hoc Reporting Fields

Create a report that pulls BIE Section 504 fields in the Filter Designer using the *Student* Data Type. BIE Section 504 fields are located in Student > Learner > BIE Section 504.

BIE Section 504 Fields in Ad hoc Reporting