

# Section 504 (BIE)

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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.

**Read** - View the BIE Section 504 records.

- Write** - Edit existing BIE Section 504 records.
- Add** - Create and save new BIE Section 504 records.
- Delete** - Remove existing BIE Section 504 records.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

## 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.

BIE Section 504 ☆ Student Information > Program Participation > BIE Section 504

Student, Example

Related Tools ^

New Save Delete Print Summary Report

BIE Section 504	Start Date	End Date
	09/01/2022	

\*Start Date: 09/01/2022

End Date: [Field]

Referral Date: [Field]

School Section 504 Coordinator: [Field]

\*BE 504 Disability: [Dropdown: Orthopedic]

Learning Disability Type: [Field]

Other Disability Description: [Field]

\*BE Major Life Activity Affected: [Dropdown: Seeing]

Other Major Life Activity Description: [Field]

*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.

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

Filter By  Search

All Fields

- Student
  - Learner
    - BIE Section 504
      - section504BIEID
      - districtID
      - personID
      - startDate
      - endDate
      - referralDate
      - section504Coordinator
      - disabilities
      - learningDisability
      - otherDisability
      - affectedLifeActivities
      - otherAffectedLifeAct
      - accommodations
      - otherAccommodation
      - parentNotified
      - notificationDate
      - consentGiven
      - consentDate
      - rightsAndSafeguardsForm
      - rightsAndSafeguardsDate

Selected Fields

- section504BIE.section504BIEID
- section504BIE.districtID
- section504BIE.personID
- section504BIE.startDate
- section504BIE.endDate
- section504BIE.referralDate
- section504BIE.section504Coordinator
- section504BIE.disabilities
- section504BIE.learningDisability
- section504BIE.otherDisability
- section504BIE.affectedLifeActivities
- section504BIE.otherAffectedLifeAct
- section504BIE.accommodations
- section504BIE.otherAccommodation
- section504BIE.parentNotified
- section504BIE.notificationDate
- section504BIE.consentGiven
- section504BIE.consentDate
- section504BIE.rightsAndSafeguardsForm
- section504BIE.rightsAndSafeguardsDate
- section504BIE.eligibilityDetermination
- section504BIE.annualReviewDate
- section504BIE.reevaluationDate
- section504BIE.comments
- section504BIE.modifiedByID
- section504BIE.modifiedDate
- section504BIE.section504BIEGUID

*BIE Section 504 Fields in Ad hoc Reporting*