

# Section 504 (BIE)


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

Tool Search: BIE Section 504


[Enter BIE Section 504 Information](#) | [End a BIE Section 504 Record](#) | [Print Summary Report](#) | [Manage Upload Documents](#) | [Ad hoc Reporting Fields](#)

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 ☆

Student, Example 

Student Information > Program Participation > BIE Section 504

Related Tools ^

New

Save

Delete

Print Summary Report

\*Start Date

End Date

Referral Date

School Section 504 Coordinator

\*BIE 504 Disability

Select Values

Learning Disability Type

Other Disability Description

\*BIE Major Life Activity Affected

Select Values

Other Major Life Activity Description

\*BIE 504 Accommodation

Select Values

Other Accommodation Description

Was parent notified of intent to evaluate? If yes, Date

Was consent to Evaluate and Receipt of Parent Rights given? If yes, Date

Was Section 504 Parents Rights and Procedural Safeguards Form given? If yes, Date

School 504 Coordinator completed the 504 Eligibility Determination Form and is in Student's Cumulative file?

Annual Review Date

Reevaluation Date: \*Must occur at least every 3 yrs

Comments (up to 250 characters)

BIE Section 504 Editor

**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**.

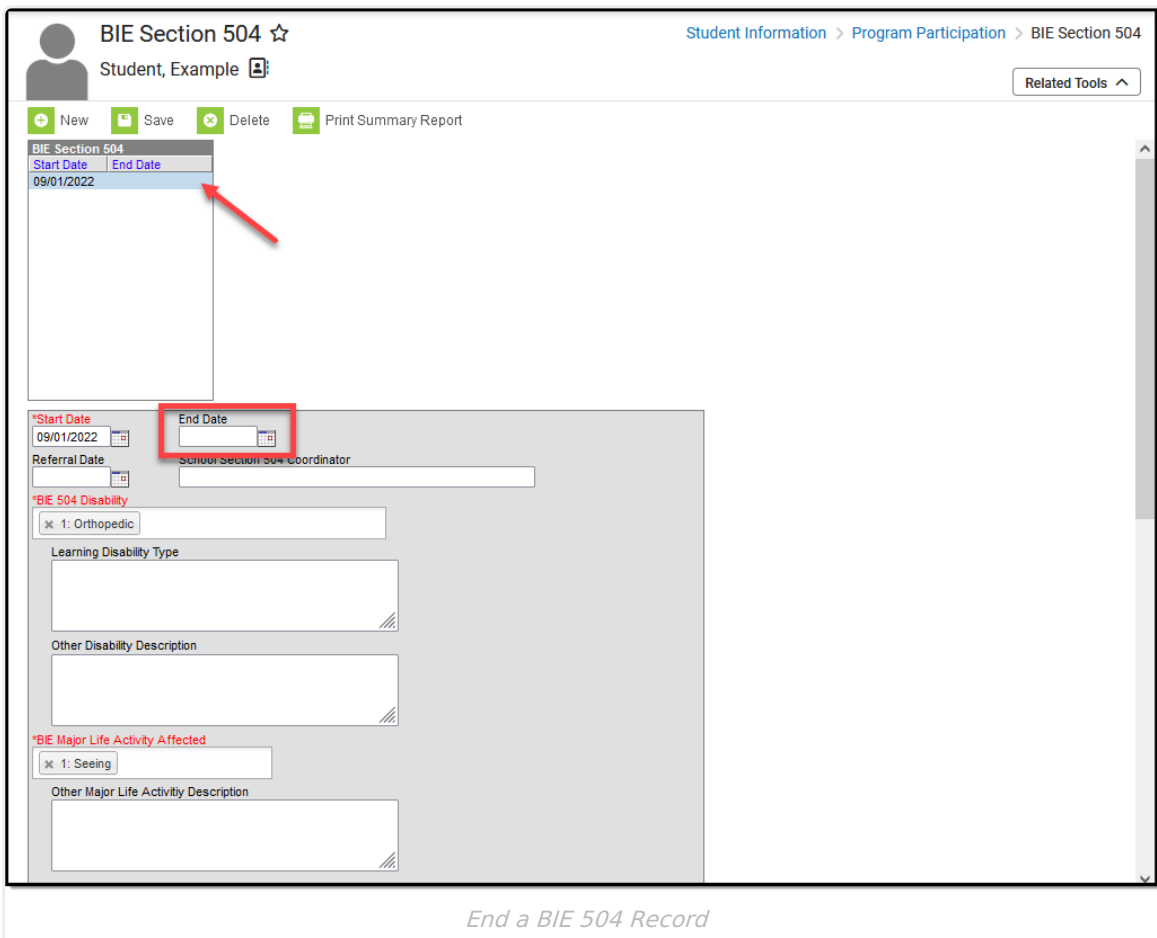
**Students must be reevaluated every three years.**

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

Start Date	End Date
09/01/2022	

\*Start Date 09/01/2022

End Date

Referral Date

School Section 504 Coordinator

\*BIE 504 Disability

1: Orthopedic

Learning Disability Type

Other Disability Description

\*BIE Major Life Activity Affected

1: Seeing

Other Major Life Activity Description

*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>	
--	--	---	--

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
Section 504
Search
Clear

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

Add Function
Edit Function

*BIE Section 504 Fields in Ad hoc Reporting*