Section 504 Plan (Hawaii)

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Classic View: Student Information > Section 504 > General > Documents

Search Terms: Section 504 Documents

The Section 504 Plan is used to capture student's plan information for educational success and match the required documentation provided by the state of Hawaii. This document describes each editor, a description of each field on the editor, and any special considerations and instructions.

Plan formats are selected in Section 504 Plan Types. The current print format is **HI 504 Plan 2023.**

Editor Home

The Editor Home lists the editors available on the student's 504 Plan.

Section 504 Plan Editor Home

Header	Description
Name	The name of the editor.

Header	Description
Status	The state of the editor. Statuses can be: • **In Progress** indicates a user has entered and saved data in that editor. • **Not Started** is the default status for all editors. • **Complete** indicates a user has clicked the **Complete** button on the editor and the editor is read-only. This does not lock the editor from further editing, but indicates the user considers the editor to be finished. • **Not Needed** indicates a user has clicked the **Not Needed** button on the editor. This is usually done for editors that do not apply to the student.
Modified By	The date and the user by whom the editor was last edited.
Completed By	The date and the user who clicked the **Complete** button for that editor.

General Plan Information

The following table lists the buttons available for the editors:

Button	Description
Save	Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor. • **Save** captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the Editor Types section for additional information. • **Save & Stay** captures progress and keeps the user on the current editor. This save button is the default save option and usually found within the detail screen or list editors, such as Goals and Objectives. • **Save & Next** captures progress and navigates the user to the next editor. • **Save & New** captures progress and creates a new record. This save button is usually found within the detail screen of a list editor, such as Goals and Objectives. See the Editor Types section for additional information.
Refresh	Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted people records. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes. A side panel displays listing all applicable Enrollment records for the student. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or to the List Screen for List editors.

Button	Description
Status *i.e. Complete, Not Needed, etc.*	Changes the status of the editor. **Complete** indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. To further edit after an editor is marked Complete, the user must click **In Progress.** **Not Needed** indicates the editor does not apply to the student's plan. This makes the editor read-only. However, this does not lock the editor from further editing. To further edit after an editor is marked Not Needed, click the **In Progress** button. **In Progress** only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.
Print	Prints the entire plan.
Editors	Opens a side panel listing all the available editors and their status. Select an editor from this list to navigate to that editor or click **Close** to collapse the side panel.
Previous	Navigates the user to the previous editor.
Next	Navigates the user to the next editor.

Editor Types

There are two types of editors available: List or Basic editors. When navigating to a Basic editor, the list of fields within the editor display. List editors display a list of all records within that editor. Clicking an existing record or the New button opens the detail view for an individual record. An example list editor is the Conference Notification editor.

Padlock Icon

Only one user at a time can actively work on an editor. A person with a padlock icon displays in the Editors side panel, Editor Home, and List Screen of list editors indicating which editors currently have users working on them. Hovering over the icon displays the name of the user who has checked out the editor, including the current user (you).

Editors that are currently being edited are read-only for all other users. The name of the person working on the editor displays in the header. Once the editing user navigates away from an editor, that editor becomes available to work on.
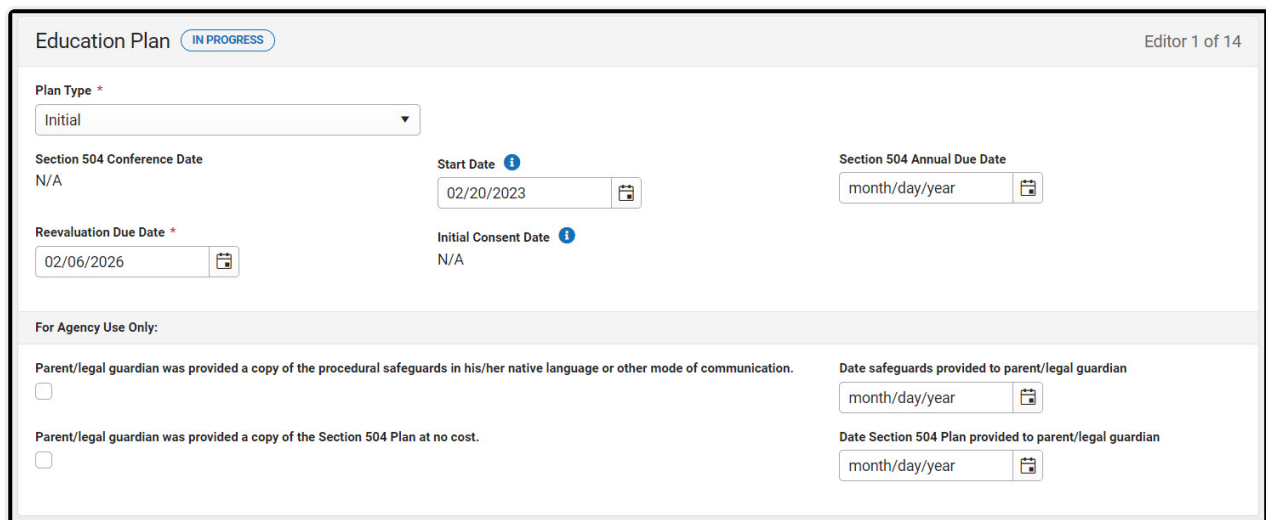
Editors

Education Plan | Enrollment Information | Student Information | Parent/Guardian Information | Conference Announcement | Conference Notification | Conference Actual | Eligibility and the Effects of the Disability | Accommodations | State-Wide Assessment Testing Accommodations | Related Services | Transportation | Additional Plans | Written Notice

The following section lists each editor and describes each field on the editor.

Education Plan

The Education Plan editor includes the various dates associated with the plan, why the meeting was held, and how student progress is reported.

> This editor must be saved before entering data into other editors.

Image caption

▶ Click here to expand...

Field	Description	Validation
Plan Type *Required*	The type of plan. Options include: • Annual • Initial • Amendment	N/A
Section 504 Conference Date *Required*	The actual conference date.	*This is required in order to Complete the editor. This field auto-populates from the Actual Conference Date on the most recent record on the Conference Actual editor.

Field	Description	Validation
Start Date *Required*	The day on which the plan begins for the student.	*This is required in order to Complete the editor. This field auto-populates to be one day after the Initial Conference Announcement, but can be modified. In order to Complete the editor, this date must be after the IEP Conference Date.
Section 504 Annual Due Date *Required*	The one year due date for the next plan.	*This is required in order to Complete the editor. This field auto-populates to one year minus one day from the Section 504 Conference Date, but it can be modified as needed.
Reevaluation Due Date Required	The three year due date for the next plan.	This field auto-populates to 3 years from the most recent Evaluation, regardless of the locked status. It can be modified as needed.
Initial Consent Date *Required*	The date consent was received from the parent/guardian.	* This is required in order to Complete the editor. This is a read-only field. This field auto-populates from the student's initial locked 504 Evaluation > Initial Provision of Section 504 and the Related Services editor > School Received Consent Form Date field.
For Agency Use Only		
Parent/legal guardian was provided a copy of the procedural safeguards in his/her native language or other mode of communication *Required*	Indicates the parent/guardian was given a copy of the procedural safeguards.	*This is required in order to Complete the editor.

Field	Description	Validation
Date safeguards provided to parent/legal guardian *Required*	The date the procedural safeguards were provided to the parent/guardian.	*This is required in order to Complete the editor.
Parent/legal guardian was provided a copy of the Section 504 Plan at no cost *Required*	Indicates the parent/guardian was given a copy of the plan.	*This is required in order to Complete the editor.
Date Section 504 Plan provided to parent/legal guardian *Required*	The date a copy of the plan was given to the parent/guardian.	*This is required in order to Complete the editor.

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Enrollment Information

The Enrollment Information editor records information from the student's Enrollment record. This editor is read-only.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the General Plan Information section for additional information. This editor is read-only.

Enrollment Information IN PROGRESS   Editor 2 of 14

Click Refresh to retrieve a new copy of data from a selected Enrollment record. Information entered into this editor will NOT modify the student's current Enrollment record when the plan is locked.

District	Complex Area	Grade
60: Maui		11
School Name	School Phone	School Year
High School		22-23

Enrollment Information Editor

▶ Click here to expand...

Field	Description	Ad hoc/Database Name	Validation
District	The student's district of residence.	Learner Planning > Learning Plans > subDistrict	This field is pulled from the Enrollment record, then System Administration > Resources > School > State Data Elements > Sub-District.

Field	Description	Ad hoc/Database Name	Validation
Complex Area	The location of the building.	Learner Planning > Learning Plans > complexDistrict	This field is pulled from the Enrollment record, then System Administration > Resources > School > State Data Elements > Complex Area.
Grade	The student's current grade.	Enrollment > Grade enrollment.grade	This field is pulled from the Enrollment record.
School Name	The name of the school associated with the student's Enrollment record.	Learner Planning > Learning Plans > Enrollments > residentSchool enrollment.residentSchool	This field is pulled from the Enrollment record.
School Phone	The phone number of the school associated with the student's Enrollment record.	Learner Planning > Learning Plans > School > Phone v_SchoolCurrent.phone	This field is pulled from the Enrollment record, then System Administration > Resources > School.
School Year	The school year associated with the student's Enrollment record.	N/A	This field is pulled from the Enrollment record.

Student Information

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the General Plan Information section for additional information.

Student Information Editor

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Field	Description	Ad Hoc/Database Name
Last Name	The student's last name.	Census > People > Demographics > Last Name identity.lastName
First Name	The student's first name.	Census > People > Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Census > People > Demographics > Middle Name identity.middleName
Suffix	The student's suffix.	Census > People > Demographics > Suffix Name identity.suffix
Age	The age of the student.	Census > People > Demographics > Age
Birthdate	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate
Gender	The student's gender.	Census > People > Demographics > Gender identity.gender
Language At Home	The student's language they speak at home.	Census > People > Demographics > Language At Home
First Language	The student's first language spoken.	Census > People > Demographics > First Language

Field	Description	Ad Hoc/Database Name
Most Used Language	The language the student uses most frquently.	Census > People > Demographics > Language Most Used
Address	The student's address. This field becomes a dropdown if more than one address exists for the student. The primary household displays by default.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
Student Number	The student's identification number.	Census > People > Demographics > Student Number
State ID	The student's state identification number.	Census > People > Demographics > State ID
Case Manager Information *These fields are read-only.*		
Name	The first and last name of the team member.	Student Information > Section 504 > General > Team Members
Title	The role of the team member.	Student Information > Section 504 > General > Team Members

Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's Relationships tool. The editor includes Demographics information for the student's guardian.

> The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the plan.
>
> The **Refresh** button retrieves a new copy of parent/guardians' data. This also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

Parent/Guardian Information Editor

▸ Click here to expand...

Field	Description	Ad Hoc/Database Name	Validation
Last Name	The last name of the parent/guardian.	Census > People > Demographics > Last Name identity.lastName	This field populates from Census. This is part of the header for the parent/guardian.
First Name	The first name of the parent/guardian.	Census > People > Demographics > First Name identity.firstName	This field populates from Census. This is part of the header for the parent/guardian.
Middle Name	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field populates from Census. This is part of the header for the parent/guardian.
Suffix	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field populates from Census. This is part of the header for the parent/guardian.
Relationship	The relation of the parent/guardian to the student.	Census > People > Relationships	This field populates from Census. This is part of the header for the parent/guardian.

Field	Description	Ad Hoc/Database Name	Validation
Print Sequence	The print order of the parent/guardian(s) on the IEP.	N/A	When no Sequence is selected, parent/guardian(s) print in the order displayed in the UI. When any Sequences are selected, parent/guardian(s) with a sequence number print in the order defined. Un-sequenced parent/guardian(s) display below sequenced parent/guardian(s).
Address	The parent/guardians' address.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip	This field populates from Census. When there are multiple addresses for a person, a dropdown with an option to select which address displays. When there is only one address, the drop down has one option. The populated address is the one marked "Primary."
Home Phone	The home phone number of the parent/guardian.	Census > People > Demographics > Household Phone	This field populates from Census.
Work Phone	The work phone of the parent/guardian.	Census > People > Demographics > Work Phone	This field populates from Census.
Cell Phone	The cell phone of the parent/guardian.	Census > People > Demographics > Cell Phone	This field populates from Census.

Field	Description	Ad Hoc/Database Name	Validation
E-mail	The primary email address for the parent/guardian.	Census > People > Demographics > Email	This field populates from Census.
Language at Home	The parent/guardian's language they speak at home.	Census > People > Demographics > Language At Home	This field populates from Census.
Most Used Language	The language the parent/guardian uses most frequently.	Census > People > Demographics > Language Most Used	This field populates from Census.
Interpreter Required	Indicates an interpreter is needed for the the parent/guardian.	N/A	N/A
Language(s) of Interpreter *Required*	The language the interpreter.		*This field becomes available and required when the Interpreter Required checkbox is marked.

Conference Announcement

The Conference Announcement editor is used to document planned meetings of the team.

> This editor is not optional and must be completed.

▶ Click here to expand...

Conference Announcement List Screen

Conference Announcement IN PROGRESS			Editor 5 of 14
Meeting Date ↑	Meeting Location	Print In Plan	
02/13/2023	Virtual	OFF	

Conference Announcement List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Meeting Date	The date of the meeting.
Meeting Location	The location of the meeting.
Print in Plan	Indicates this meeting information prints on the Plan.

Conference Announcement Detail Screen

Click **New** or an existing record to view the Detail Screen.

Conference Announcement Detail Screen

Field	Description	Validation
Print in Plan	Indicates this meeting information prints on the Plan.	This defaults to unmarked.
Scheduled Conference Date *Required*	The meeting date.	N/A
Scheduled Conference Time *Required*	The meeting time.	N/A
Announcement Date	The date a notification was sent notifying the team members of the meeting.	N/A

Field	Description	Validation
Scheduled Conference Location *Required*	The location of the meeting. Options include: Virtual, Phone, or In-Person.	N/A
Conference Location (specify)	The location of the meeting, if clarification or details are needed.	N/A
The conference is for the following purpose(s) **Plan Process**	Indicates the type of plan processes needed for the student. Options include: • If Section 504 eligible, develop a Section 504 Plan. • Determine educational placement. • Review the plan's effectiveness/appropriateness in meeting the needs of your child, revise and renew it, if needed.	N/A
Learning Loss	Indicates the student needs an Learning Loss Plan. Options include: • Address Learning Loss (including education loss, skill loss, lack of expected progress, and any new needs) due to significant school disruption (e.g. pandemic, flood, volcanic activity).	N/A
Discipline	Indicates the student needs an Discipline Plan. Options include: • Discuss a manifestation Determination (MD) - Student Discipline	N/A
Attendance		

Field	Description	Validation
First Name	The first name of the team member.	This field is required for saving this editor. This field displays information from the Section 504 Team Members tool. Any Team Member with an active status displays here as read-only. The user can also enter an additional entry for this field and when they do, an open text field displays and the user is required to enter a value.
Last Name	The last name of the team member.	This field is required for saving this editor. This field displays information from the Section 504 Team Members tool. Any Team Member with an active status displays here as read-only. The user can also enter an additional entry for this field and when they do, an open text field displays and the user is required to enter a value.

Field	Description	Validation
Role	The role of the team member.	This field is required for saving the editor. Values available in this dropdown include locked attributes: • General Education Teacher • Related Service Provider • Special Education Teacher • Specialized Support Instructional Personnel • SSC • Counselor • Principal • Vice Principal • Guardian • Student Unlocked Attribute values include: • determined by district When the Role in the dropdown matches the Role entered on the Team Members tool exactly, that value will populate when the First and Last Name of the Team Member is selected.
Invited	Indicates this team member has been invited to the meeting.	N/A

Conference Notification

The Conference Notification editor is used to document when notifications were sent out informing the team of meetings.

▸ Click here to expand...

Conference Notification List Screen

Conference Notification List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Scheduled Meeting	The date of the planned meeting.
Mutually Agreed	Indicates if the parent/guardian consented to the meeting date.

Conference Notification Detail Screen

Click **New** or an existing record to view the Detail Screen.

Conference Notification Detail Screen

Field	Description	Validation
Conference Notification		
Scheduled Meeting Date	The date of the scheduled meeting.	This field is required for saving the editor. The options in this field are determined from the Conference Announcement entries.

Field	Description	Validation
Mutually Agreed Upon:	Indicates if the parent/guardian consents to the meeting date. Options include: • Yes, parent agrees to date and time of meeting and knows the purpose(s) of the meeting. • No (after 3 attempts consult with your DES)	These options are hard coded.

Team Member Notification Tracking

This table is read-only and displays the following columns:
- Team Member Name
- Date
- Method
- Notified By
- Outcome

All of these read-only values come from the user selecting the **New** button and entering information on a side panel recording when notifications were made to certain team members.

Notification Tracking (side panel)

This displays when the user clicks **New** or anywhere on a previous entry in the table.

Field	Description	Validation
Team Member Name *Required*	The name of the team member.	The options in this field are determined from the marked entries from Conference Announcement > Invited checkbox. This displays as First Name Last Name, Role.
Notified Date	The date the team member was notified.	N/A

Field	Description	Validation
Notify Method	The manner in which the team member was notified. Options include: • Phone • Personal Contact • Regular Mail • Return Receipt Required • Personally Delivered • Email • Fax	These options are hard coded. Multiple options may be selected.
Notified By	The person who reached out to the team member.	N/A
Notified Outcome	The response or end result of the notification.	N/A

Conference Actual

The Conference Actual editor is used to document meetings that took place.

▶ Click here to expand...

Conference Actual List Screen

Conference Actual IN PROGRESS			Editor 7 of 14
👤🔒 Scheduled Meeting	Actual Meeting ↑	Actual Location	
02/13/2023	02/13/2023	Virtual	

Conference Actual List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Scheduled Meeting	The date of the planned meeting.
Actual Meeting	The date the meeting took place.
Actual Location	The location of the meeting.

Conference Actual Detail Screen

Click **New** or an existing record to view the Detail Screen.

Conference Actual Detail Screen

Field	Description	Validation
Actual Conference Notification: <date of actual conference> *The "<date of actual conference>" populates based on the Actual Conference Date entered.*		
Scheduled Meeting Date	The date of the planned meeting.	The options in this field are determined from the Conference Announcement > Scheduled Conference Date entries.
Scheduled Conference Time	The time of the planned meeting.	The options in this field are determined from the Conference Announcement entries. This field is read-only.
Scheduled Conference Location	The planned conference location.	The options in this field are determined from the Conference Announcement entries. This field is read-only.

Field	Description	Validation
Scheduled Conference Location (specify)	The location of the meeting, if clarification or details are needed.	The options in this field are determined from the Conference Announcement entries. This field is read-only.
Actual Conference Date *Required*	The date the meeting took place.	N/A
Actual Conference Time *Required*	The time the meeting took place.	N/A
Actual Conference Location *Required*	The location of the meeting. Options include: • Phone • Virtual • In-Person	The values available are hard-coded.
Actual Conference Location (specify)	The location of the meeting, if clarification or details are needed.	N/A
The conference was for the following purposes(s) **Plan Process**	Indicates the type of plan processes needed for the student. Displays two rows of checkboxes, Scheduled and Actual. Options include: • If Section 504 eligible, develop a Section 504 Plan. • Determine educational placement. • Review the plan's effectiveness/appropriateness in meeting the needs of your child, revise and renew it, if needed.	This field has two parts to it. The first part, "Scheduled" are read-only values that are checked as appropriate upon selection of the Scheduled Meeting Date field above. The second part, "Actual" are editable values that allow the user to manually select the appropriate values.

Field	Description	Validation
Learning Loss	Indicates the student needs an Learning Loss Evaluation. Displays two rows of checkboxes, Scheduled and Actual. Options include: • Address Learning Loss (including education loss, skill loss, lack of expected progress, and any new needs) due to significant school disruption (e.g., pandemic, flood, volcanic activity).	This field has two parts to it. The first part, "Scheduled" are read-only values that are checked as appropriate upon selection of the Scheduled Meeting Date field above. The second part, "Actual" are editable values that allow the user to manually select the appropriate values.
Discipline	Indicates the student needs an Discipline Evaluation. Displays two rows of checkboxes, Scheduled and Actual. Options include: • Discuss a Manifestation Determination (MD) - Student Discipline	This field has two parts to it. The first part, "Scheduled" are read-only values that are checked as appropriate upon selection of the Scheduled Meeting Date field above. The second part, "Actual" are editable values that allow the user to manually select the appropriate values.
Attendance		
First Name *Required*	The first name of the team member.	This field is read-only and auto-populates based on Team Members entered within the Conference Announcement editor who have the Invited checkbox marked. *The user can also enter an additional entry for this field and when they do, an open text field displays and the user is required to enter a value.

Field	Description	Validation
Last Name *Required*	The last name of the team member.	This field is read-only and auto populates based on Team Members entered within the Conference Announcement editor who have the Invited checkbox marked. *The user can also enter an additional entry for this field and when they do, an open text field displays and the user is required to enter a value.

Field	Description	Validation
Role *Required*	The role of the team member.	This field is read-only and auto populates based on Team Members entered within the Conference Announcement editor who have the Invited checkbox marked. *The user can also enter an additional entry for this field and when they do, a dropdown displays and the user is required to select a value. Values available in this dropdown include locked attributes: • General Education Teacher • Related Service Provider • Special Education Teacher • Specialized Support Instructional Personnel • SSC • Counselor • Principal • Vice Principal • Guardian • Student Unlocked Attribute values are determined by the district.
Attended	Indicates the team member attended the meeting.	Anyone marked as Attended displays on print.

Field	Description	Validation
Admin/Designee	Indicates if the team member is an admin designee for the meeting.	Guardian, Student, Principal, Vice Principal, any District Defined roles, and manually entered team members cannot be marked as Admin/Designee. Those marked as Admin/Designee AND Attended display on print with an asterisk (*) after their name and role.
Excused	Indicated the team member was excused from the meeting.	Guardian, Student, any District Defined roles, and manually entered team members cannot be marked as Excused. Those marked as Excused display on print with a double asterisk (**) after their name and role.
Reason for Excusal *Required*	The reason the team member was excused from the meeting.	*This field is required when the corresponding Excused checkbox is marked.
Admin/Designee Statement *This section becomes available when the Designee for Admin checkbox is selected.*		
Admin Designee Statement: *Required*	Indicates why an admin is being used in the meeting.	*This field is required when the corresponding Admin/Designee checkbox is marked.

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Eligibility and the Effects of the Disability

The Eligibility and the Effects of the Disability editor is used to document the ways in which the student's disability impacts them.

Physical or Mental Impairment(s) that Substantially Limits a Major Activity.

Describe the Physical or Mental Impairment(s) that Substantially Limits a Major Life Activity.

The Student's Major Life Activity(ies) Substantially Limits the Following:
Select all that apply

Select activity(ies)...

Specify Other

The Student's Major Bodily Function(s) Substantially Limits the Following:
Select all that apply

Select function(s)...

Specify Other

Eligibility and the Effects of the Disability Editor

▶ Click here to expand...

Field	Description	Validation
Describe the Physical or Mental Impairment(s) that Substantially Limits a Major Life Activity	A description of the student's physical or mental impairment(s) that significantly limits their life.	N/A

Field	Description	Validation
The Student's Major Life Activity(ies) Substantially Limits the Following	The student's life activities limited by their physical or mental impairment(s). Select all that apply: • Caring for Oneself • Performing Manual Tasks • Seeing • Hearing • Communicating • Eating • Sleeping • Walking • Standing • Working • Lifting • Bending • Speaking • Breathing • Learning • Reading • Thinking • Concentrating • Other	N/A
Specify Other *Required*	Any other life activities impacted.	*This field becomes available and is required when Other is selected above.

Field	Description	Validation
The Student's Major Bodily Function(s) Substantially Limits the Following	The functional activities limited by the student's physical or mental impairment(s). Select all that apply: • Functions of the Immune System • Normal Cell Growth • Reproduction Function • Bowel Function • Bladder Function • Neurological Function • Brain Function • Respiratory Function • Circulatory Function • Endocrine Function • Digestive Function • Other	N/A
Specify Other *Required*	Any other functional activity impacted.	*This field becomes available and is required when Other is selected above.

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Accommodations

The Accommodations editor is used to document any accommodations to be provided to the student.

▶ Click here to expand...

Accommodations List Screen

Accommodations List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Description	A description of the accommodation.
Projected Start Date	The first day of the accommodation.
Projected End Date	The last day of the accommodation.

Accommodations Detail Screen

Click **New** or an existing record to view the Detail Screen.

Accommodations Detail Screen

Field	Description	Validation
Description *Required*	A description of the accommodations to be provided to the student based on their physical or mental impairment(s).	N/A
Specify	Additional detail about the accommodations.	N/A
Who will provide the Accommodations? *Required*	The role of the individual providing the accommodation to the student.	The values available are district defined in the unlocked attribute dictionary, Section504HI > accommodationProvider.
Duration and Frequency		

Field	Description	Validation
Projected Beginning Date *Required*	The first day of the accommodation.	N/A
Projected Ending Date *Required*	The last day of the accommodation.	N/A

State-Wide Assessment Testing Accommodations

The State-Wide Assessments Testing Accommodations editor is used to document any accommodations the student requires when taking state administered tests

▶ Click here to expand...

State-Wide Assessment Testing Accommodations List Screen

State-Wide Assessment Testing Accommodations List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Assessment	The name of the assessment.
Assessment Manner	The way in which the student is administered the assessment.
Accommodations	Any accommodations the student requires to take the assessment.

State-Wide Assessment Testing Accommodations Detail Screen

Click **New** or an existing record to view the Detail Screen.

State-Wide Assessment Testing Accommodations

Students with disabilities are to take part in state or district-wide assessments with appropriate accommodations, if necessary.

Statewide testing for Section 504 eligible students includes: Smarter Balanced Assessment, ACCESS for English Language Learners, Kaiapuni Assessment of Education Outcomes (Kaeo), and End of Course.

Assessment *
ACCESS for ELLs ▾

Assessment Manner *
With Accommodations ▾

Support/Accommodation *
Extended Speaking test response time (S) ⊗   ✕

State-Wide Assessment Testing Accommodations Detail Screen

Field	Description	Validation
Assessment *Required*	The name of the assessment. Options include: • ACCESS for ELLs • End of Course • Kaeo • SBA • Not Applicable due to Age/Grade	The values in this field are defined at a state level and cannot vary by district. When "Not Applicable due to Age/Grade" is selected, the remaining fields should become grayed out.
Assessment Manner *Required*	The manner in which the student partakes in the assessment. Options include: • Without Accommodations • With Accommodations	The values are defined at a state level and cannot vary by district. The values available change depending on the value selected in the Assessment dropdown above.
Support/Accommodation **Required*	The support or accommodation the student requires. When ACCESS for ELLS is the selected assessment, the following options include: • Braille Version of test (paper only, contracted, L,R,W) • Braille Version of test (paper only, uncontracted, L,R,W) • Extended Speaking test response time (S) • Extended Testing of a test domain over multiple days (L,R,W,S) • Extending Testing time within the school day (L,R,W,S)	*This field is required for saving the editor when "With Accommodations" is selected from Assessment Manner. The values are determined at a state level and cannot vary by district.

Field	Description	Validation
	• Human Reader for items (L,S,W) • Human Reader for repeat items (L,S,W) • Human Reader for repeat of response options (L) • Human Reader for response options (L) • Interpreter Signs test directions in ASL (L,R,W,S) • Large Print version of test (paper only, L,R,W,S) • Manual Control of item audio (online L,S,W and Paper L,S) • Repeat Item audio (online L,S,W and Paper L,S) • Repeat Test items by human reader (paper only, L,W,S) • Scribed Response (L,R,W) • Student Responds using a recording device, which is played back and transcribed by student (W) • Word Processor or similar keyboarding device to respond to test items (L,R,W) • Test May be Administered by school personnel in non-school setting (L,R,W,S) When Kaeo or SBA are the selected assessment, the following options include: • 100s Number Table • Abacus • Alternate Response Options • American Sign Language (ASL) (for ELA listening items and math items) • Braille • Braille (paper/pencil assessment) • Braille Transcript (ELA listening passages) • Calculator (grades 6 and above) • Closed Captioning (for ELA listening items) • Math Manipulatives	

Field	Description	Validation
	• Multiplication Table (grades 4 and above)	
	• Print on Demand	
	• Read Aloud (for ELA reading passages, all grades)	
	• Scribe (for ELA performance task full writes)	
	• Speech-to-Text	
	• Text-to-Speech (available for ELA reading passages, all grades)	
	• Word Prediction	
	• DS: Amplification	
	• DS: Audio Glossary	
	• DS: Bilingual Dictionary	
	• DS: Color Contrast (embedded)	
	• DS: Color Contrast (non-embedded)	
	• DS: Color Overlays	
	• DS: Illustration Glossaries (embedded)	
	• DS: Illustration Glossaries (non-embedded)	
	• DS: Magnification	
	• DS: Masking	
	• DS: Medical Supports	
	• DS: Mouse Pointer	
	• DS: Noise Buffers	
	• DS: Read Aloud	
	• DS: Read Aloud in Spanish	
	• DS: Scribe	
	• DS: Separate Setting	
	• DS: Simplified Test Directions	
	• DS: Streamline	
	• DS: Text-to-Speech	
	• DS: Translated Student Interface Messages	
	• DS: Translated Test Directions	
	• DS: Translations (Dual Language)	
	• DS: Translations (Glossary) (embedded)	
	• DS: Translations (Glossary) (non-embedded)	
	• DS: Translations (Stacked)	

Field	Description	Validation
	• DS: Turn Off Any Universal Tools	

Related Services

The Related Services editor is used to document any related services to be provided to the student.

▶ Click here to expand...

Related Services List Screen

To complete this editor, the service dates must fall within the start and end date of the plan.

Related Services IN PROGRESS			Editor 11 of 14
Service Name	**Frequency**	**Start Date**	**End Date**
Assistive Technology	30 minute(s) / 1 x Day	02/21/23	04/14/23

Related Services List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Service Name	The name of the service.
Frequency	The frequency of the service.
Start Date	The first day of service.
End Date	The last day of service.

Related Services Detail Screen

Click **New** or an existing record to view the Detail Screen.

Related Services Detail Screen

Field	Description	Validation
504 Specific Services *Required*	The name of the related service. Options include: • Assistive Technology • Audiology • Counseling • Hearing Services • Interpreting Services • Occupational Therapy • Orientation and Mobility • Physical Therapy • Psychological Services • Skilled Nursing • Social Worker • Speech-Language Pathology Services • Transportation • Vision Services • Other	The options in this field are defined at a state level and cannot vary by district.
Specify Other *Required*	An other related service, if applicable.	*This field becomes available and is required when Other from the corresponding dropdown is selected.
Service Delivery *Required*	Indicates if the service is direct or indirect. Options include: • Direct • Indirect	The options in this field are defined at a state level and cannot vary by district.

Field	Description	Validation
Addresses Accommodation(s) *Required*	The accommodation addressed by the related service.	This field is pre-populated upon entering the editor and requires the user to select a value. The options in this field are populated from the Description field from the Accommodations editor.
Who will provide the Related Service? *Required*	The role of the person providing the related service.	The values available are district defined in the unlocked attribute dictionary, Section504HI > relatedServiceProvider.
Duration and Frequency		
Projected Start Date *Required*	The first day of the service.	N/A
Projected End Date *Required*	The last day of the service.	N/A
Duration (in minutes) *Required*	The duration of the service.	N/A
Session Frequency # of times per *Required*	The number of session frequency.	N/A
Service Frequency *Required*	The service frequency. Options include: • Day • Week • Month	The options in this field are defined at a state level and cannot vary by district.

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Transportation

The Transportation editor is used to document the student's transportation needs, when applicable.

Transportation IN PROGRESS

Ambulatory (without assistance)
☐

Additional Supports
☐ Single Rider (notification required)
☐ Adult Support
☐ Skilled Nurse

Special Equipment Used by Student

☐ Electric Wheelchair	☐ Hearing Aids	☐ Manual Wheelchair
☐ Oxygen	☐ Walker	☐ White Cane
☐ Crutches	☐ Braces, orthotics or head gear for protection	☐ Other

Challenging Behaviors

☐ Aggressive	☐ Self-Injurious
☐ Defiant	☐ Anxious
☐ Habits to note	☐ Does not do well with too much stimulus
☐ Other	

Transportation Editor

▶ Click here to expand...

Field	Description	Validation
Ambulatory (without assistance)	Indicates the student does not have any transportation needs.	N/A
Additional Supports	Indicates the student requires additional transportation supports. Options include: • Single Rider (notification required) • Adult Support • Skilled Nurse	N/A
Pick Up Location of Additional Supports *Required*	The location of pick up for the additional support. Options include: • Home • School	*This field displays and is required when Adult Support or Skilled Nurse is selected above.

Field	Description	Validation
Special Equipment Used by Student	Indicates the student requires special equipment for transportation needs. Options include: • Electric Wheelchair • Hearing Aids • Manual Wheelchair • Oxygen • Walker • White Cane • Crutches • Braces, orthotics or head gear for protection • Other	N/A
Specify *Required*	A special equipment item not specified above.	*This field becomes available when Other is selected above. When available, this field is required.
Challenging Behaviors	Indicates any student behaviors that may prove a challenge to transportation needs. Options include: • Aggressive • Self-Injurious • Defiant • Anxious • Habits to note • Does not do well with too much stimulus • Other	N/A
Specify *Required*	A challenging behavior not specified above.	* This field becomes available when Other is selected above. When available, this field is required.

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Additional Plans

The Additional Plans editor is used to document any additional plans required to further support the student and their needs.

▶ Click here to expand...

Additional Plans List Screen

> To complete this editor, the service dates must fall within the start and end date of the plan.
>
> **Additional Plans** IN PROGRESS   Editor 13 of 14
>
> | 👤🔒 | Plan | Statement ↑ | Start Date | End Date |
> |---|---|---|---|---|
> | | Communication Plan | Example | 02/28/23 | 05/30/23 |

Additional Plans List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Plan	The type of plan.
Statement	The plan statement.
Start Date	The first day of the plan
End Date	The last day of the plan.

Additional Plans Detail Screen

Click **New** or an existing record to view the Detail Screen.

> **Additional Plans**
>
> The student may have additional plans to further support their needs.
>
> **Additional Plan** *
> Communication Plan ▾
>
> **Specify**
>
> **Statement** * ⓘ
> Include a statement of what will be provided and why. Staple the plan to the Section 504 Plan.
> Example
>
> **Addresses Accommodation(s)** *
> Example ⊗   ✕
>
> **Duration and Frequency**
>
> **Projected Start Date** *
> 02/28/2023 📅
>
> **Projected End Date** *
> 05/30/2023 📅

Additional Plans Detail Screen

Field	Description	Validation
Additional Plan *Required*	The type of plan needed. Options include: - Behavior Intervention Plan - Behavior Support Plan - Communication Plan - Crisis Plan - Emergency Action Plan - Feeding Plan - Transportation Plan for Behavior - Other	The options in this field are defined at a state level and cannot vary by district.
Specify **Required*	A plan not specified above.	*This field becomes available when Other is selected above. When available, this field is required.
Statement *Required*	A statement about why the additional plan is being implemented.	N/A
Addresses Accommodation(s)	The accommodation addressed by this plan.	The options in this field are populated from the Description field within the Accommodation editor.
Duration and Frequency		
Projected Start Date *Required*	The first day of the plan.	N/A
Projected End Date *Required*	The last day of the plan.	N/A

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Written Notice

The Written Notice editor provides a space for descriptions and explanations related to proposed or refused actions for a student.

▶ Click here to expand...

Written Notice List Screen

Written Notice List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Meeting Information	The meeting purpose information.
Date Provided to Parents	The date the notice was provided to the student's parent/guardian(s).
Print in Plan	Indicates this record prints on the Plan.

Written Notice Detail Screen

Click **New** or an existing record to view the Detail Screen.

Written Notice Detail Screen

Field	Description	Validation
Print in Plan	Indicates this record prints on the Plan.	Defaults to unmarked.

Field	Description	Validation
Meeting Information *Required*	The meeting purpose information.	The options in this field are determined from the Conference Actual entries. The values in this field are the title of the selected Conference Purpose along with the Actual Conference Date. This value is also displayed on the Written Notice List Editor as the primary sort option.
Date provided to parents *Required*	The date the notice was provided to the student's parent/guardian(s).	N/A
Admin / Designee	Indicates this team member has been designated as an administrator for the meeting.	This field is read-only. The person listed is whoever is listed on the most associated Conference Actual with a Role of "Principal" OR "Vice Principal" AND listed as Attended. If this does not apply, the person marked as Admin/Designee is pulled into this field.
Description of proposed or refused action:	A description of the proposed or refused action.	N/A
Explanation of why the action is proposed or refused:	An explanation of why the action is proposed or refused.	N/A

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