

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

SECTION 504 OF THE REHABILITATION ACT

Guidelines for Completing the 504 Manifestation Determination Record

These guidelines will assist in completing the 504 Manifestation Determination Record.

Step 1: Develop a Profile of the Student

To construct an appropriate representation of the student, the committee should develop or review an existing profile that defines the student's academic and/or behavioral characteristics and provides the data necessary to determine if there is a causal relationship between the student's disability and the behaviors/incident.

Profile of the student:

- What impairments were noted in making a 504 eligibility determination?
- What behavioral/social adjustment problems were noted in making a 504 eligibility determination?
- Teacher, parent, student input:

Current Placement:

- Does the student exhibit academic deficiencies that might have an impact on their actions relative to the referring incident (e.g., difficulty with comprehension or analytic thinking skills)?
- Does the student exhibit behavioral adjustment difficulties that might have an impact on their actions in the referring incident (e.g., difficulty with impulsivity, following directions, low frustration tolerance, etc.)?

Step 2: Summarize Accommodations:

For each of the behaviors and deficits identified in the student profile (both eligibility determination and current status), identify accommodations previously attempted or currently in place.

- Targeted academic accommodations
- Targeted behavioral accommodations

Step 3: Determination

Using the information gleaned from this process, the student profile and summary of accommodations taken together, the committee needs to determine whether the accommodations in place appropriately address the needs of this student as prescribed on the Section 504 Accommodation Record.

If **YES**, proceed with manifestation determination activities.

If **NO**, the Section 504 Plan should be modified and implemented prior to any exclusion which constitutes a change in placement.