



Clark County Family Services

What is a 504 Accommodations Plan (504 Plan)?

A 504 Accommodations Plan (504 Plan) is a legal plan provided to a student with at least one documented disability/impairment which can adjust or make changes to any school/classroom rule or policy, to the teaching method, and/or to the school environment to remove any disability/impairment barriers the student has in accessing their education. These adjustments/changes are called Accommodations and Modifications in a 504 Plan. To qualify for a 504 Plan, an Educational Decision Maker (EDM) must provide written documentation from a licensed professional that their child has a disability (called an impairment under 504 Law) and per the school, the disability/impairment must affect a major life activity at school such as the child's learning, access to their education, and/or access to school campus. Disabilities/Impairments could be physical or mental to qualify for a 504 Plan. Diagnoses from a licensed professional such as a psychologist, medical doctor, or psychiatrist count as disabilities/impairments under the 504 Law.

An example of supports in a 504 Plan for a student with a diagnosis of ADHD who has ADHD related issues happening in the classroom may include: seating the student close to the source of instruction and away from distractions; private reminders to stay on task and to turn in work; prompts for short movement breaks at designated time or when showing signs of inattention; breaking long assignments into smaller parts to complete; and/or shortening assignments for attention span and just enough to show the student has mastered the skill.

Another example of supports in a 504 Plan for a student with learning struggles due to a diagnosed learning related disability/impairment may include: being provided with copies of notes/class materials; shortening assignments in half or just to show the student has mastered the skills to do the work; extra time on assignments; opportunities to retake tests if the student fails a test; having the teacher check to make sure the student understands instructions/can do the schoolwork; use of a calculator on most math work/tests; the use of speech to text for longer writing assignments; and/or having directions or hard to read materials read to the student.

A 504 Plan is legal document that must be followed and any accommodations/modifications in it must be provided by any and all school staff. Schools designate a person on campus to be their 504 Liaison, which often is a counselor or someone with mental health expertise. A school may make changes to a 504 and then provide the changes to the Education Decision Maker (EDM). Students may have to be evaluated for a 504 Plan, or a school may determine the child needs a 504 Plan after collecting data. A 504 Plan stays in place until the child no longer qualifies for it and should be modified as needed by school staff. EDMs are provided with a 504 Plan and can make recommendations to the school on what should go into their child's 504 Plan. There is no legal requirement to have an EDM's input in a 504 Plan, but it is best practice. A EDM must be given notice of the 504 Plan being created and be provided with a copy of any current Plan.



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A 504 Plan can include some school supports like meeting with a counselor/social worker in groups/one-on-one or limited small group support but does not include support/teaching by a special education trained teacher and often does not provide support in a specialized or smaller classroom. If an EDM disagrees with a 504 Plan, they should let the school know and try to work it out with the school if possible. Parents/EDMs may also file a Due Process Complaint to resolve 504 issues with the school.

If you think your child needs a 504 Plan, let your child's EDM know. The EDM will need to request the 504 through your child's principal. It is best practice if the EDM also requests it through the school's 504 Liaison/your child's counselor. The 504 Plan Request Form - EDM Only Form on the Caregiver website can be used to request a 504 if you are your child's EDM or can be provided to the EDM to make the request. If you think a 504 Plan will not or is currently not providing the level of support your child needs, if your child needs more services than just some adjustments, your child needs support and services from a special education teacher, and/or your child needs to be provided supports in a smaller classroom, talk with your child's EDM and/or the EDM may want to consider requesting an IEP. See What is an IEP Document on the Caregiver website for more information on IEPs.