

CREATING A 504 PLAN IN ASPEN

1. Select the student
2. Select "Documents", left margin
3. Select "Ed. Plans"
4. Click "Dictionary" icon, top right
5. Select "DoDEA 504 Plan"
6. Select "Options", top left
7. Select "Add"

Adding Additional Meeting Minutes (ex. change in accommodations, manifestation determination, discard 504 plan)

1. Ed. Plan
2. Click on the current plan
3. Click "Meetings", left margin
4. Click "Options", then "Add"

When a student no longer requires a 504 Plan, meeting minutes must be added to the current plan to provide an explanation. Then, change plan status from "active" to "discard".