

What is a 504 Plan?

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Section 504 is a federal law that protects the rights of people with a health condition that the law considers a disability. Parents/guardians may wonder about labeling their child “disabled.” In this situation, it means that your child has a health condition that is ongoing and requires planning, changes and precautions in order for them to safely participate in school activities. A 504 Plan is a list of the actions that the school will take to promote your child’s safety while they are in school activities. **504 Plans may include accommodations for the cafeteria, classroom, activities, training of staff, and/or transportation depending on your child’s identified needs.**

How Does a 504 Plan Get Written?

With your permission and involvement, a team of staff from the school will work together to determine your child’s eligibility for Section 504. If eligible, the team will use the information gathered to create your child’s unique plan. The team will review and update the 504 Plan every year to make sure it meets your child’s current needs in their current school setting.

Why a 504 Plan instead of an Individual Health Plan (IHP)?

Saint Paul Public Schools recognizes that your child has a condition that requires evaluation in order for your child to participate safely. An IHP written by the Licensed School Nurse can meet your child’s health needs, but it does not offer the legal protection that a 504 Plan gives you and your child. Along with the IHP, Section 504 requires that you are notified about your legal rights and a grievance procedure.

Saint Paul Public Schools (SPPS) recommends that a 504 Plan be written for students who have health conditions that limit or could potentially limit their daily activities in a major way.

Parent/guardian signatures are required for the team to start the process and to put the plan into place. Please read your options and sign on the attached page. Return the signed page to your child’s Health Office.

Please contact the child's Licensed School Nurse or Licensed School Counselor if you have questions or would like more information.

School Contact Name: _____ Phone: _____