

504 Staff Dashboard Help Documentation

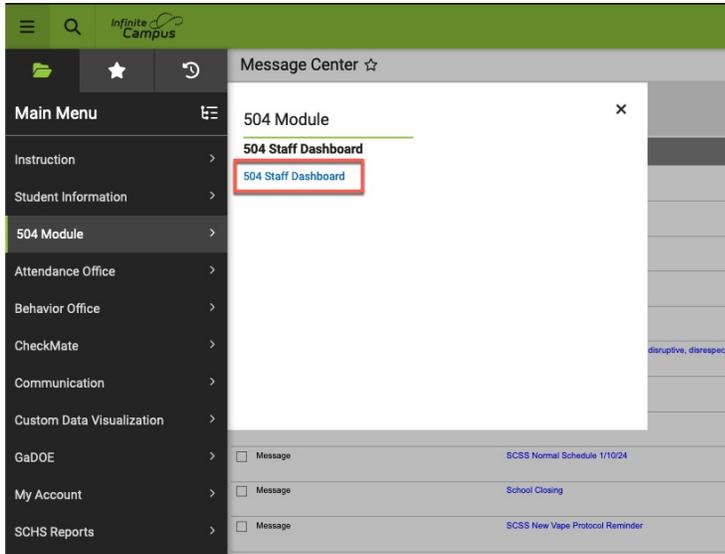
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Staff Dashboard

Navigation

Once tool rights have been given, the 504 Staff Dashboard can be found in the Index under 504 Module.



The 504 Staff Dashboard is displayed with all currently rostered students that are within the 504 Module. The Status column lets the teacher know whether there is any action required for the student.

- **Signature Required** shows a teacher that a 504 Accommodation Plan is active for the student and they need to sign the plan electronically to acknowledge their understanding of the content and their intent to deliver documented accommodations.
- **Input Required** shows a teacher OR staff member that an invitation and/or input form is needing their response.
- **Pending Decision** shows a teacher that the student is being considered for 504 eligibility, but no decision is final.
- **Eligible-In Plan** shows a teacher that the student has an active 504 Accommodation Plan and by clicking on the status OR View Plan link they can review the details at any time.
- **Eligible – No Plan** shows a teacher that the student is protected under 504 but does not have an accommodation plan.

Provide Input

A status of Input Required alerts the teacher or staff member that an invitation and/or input form is in need of their attention. Each question must have a response. Click the SAVE button when finished.

[Back to Dashboard](#)

Bailey, Kylee 504

Date and time of meeting: Nov 2 2022 2:00PM Location of meeting: Counselor office

Do you plan to attend?
 Yes
 No

Staff Input

This student is being evaluated for Section 504 Eligibility and Accommodation Plan. Your input is important and will be used by the 504 Team during the decision process. All information provided will be shared with the parent. Thank you for taking the time to complete this form in a timely manner.

Rate each area below	Poor	Below Average	Average	Excellent	Not Observed	Answer Yes or No Below	Yes	No	N/A
Classroom participation	<input type="radio"/>	Difficulty remaining seated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Classroom work	<input type="radio"/>	Difficulty working with peers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Following oral directions	<input type="radio"/>	Extreme mood swings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Following written directions	<input type="radio"/>	Fidgets or seems restless	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Homework	<input type="radio"/>	Illegible Assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Math Skills	<input type="radio"/>	Incomplete Assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Organizational Skills	<input type="radio"/>	Interrupts or intrudes on others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Reading Skills	<input type="radio"/>	Late Assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Spelling	<input type="radio"/>	Missing Assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Written expression	<input type="radio"/>	Poor attention and concentration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

[Save](#)

View Plan

The View Plan link may be clicked at any time to view the details of the student's 504 plan.

504 Staff Dashboard

504	504 Staff Dashboard	Student	Student Number	Primary Impairments	Plan
	Signature Required	Beck, Mason	21903		View Plan
	Pending Decision	Bag'by, Ve'on	21065	ADD	View Plan
	Eligible -In Plan	Alred, Justin	22758	Anxiety	View Plan

Sign Plan

A status of Signature Required alerts the teacher that a 504 Accommodation plan needs to be viewed and electronically signed. By clicking on the status they are presented with the plan with a red warning across the top that a signature is required. They must place a check box beside each accommodation then sign electronically. A date must also be entered before the teacher clicks the Sign button.

504 Plan

Signature is required at the bottom of this page.

Beggs, Troy

DOB: 10/13/2007 | Student Number: 23262 | School: Ridgeway High School (09-0150) | Status: In Plan | Meeting Date: 10/29/2022

Impairments
Eyo Disease
Sensory Disorder

Major Life Activity that is substantially limited by the mental and/or physical impairment(s):
Seeing | Legally blind

Classroom Accommodations

Implementing this student's 504 plan is required by federal law. Teachers do NOT have any discretion to decline, modify or refuse to implement any component of a 504 plan. A teacher will be held personally liable if they fail to implement a 504 plan. If you have any questions please contact the your school's 504 coordinator.

Check Here	Core Areas	Accommodation	Behavior	Additional Accommodation Details
<input checked="" type="checkbox"/>	AS	Provide clear and simple classroom rules		Be sure to verbally communicate
<input checked="" type="checkbox"/>	AS	Provide written outline of main points prior to test		
<input checked="" type="checkbox"/>	AS	Do not require copying from board or book (provide photocopied instructions or problems or refer to number)		Paper handouts are required

Testing Accommodations

Implementing this student's 504 plan is required by federal law. Teachers do NOT have any discretion to decline, modify or refuse to implement any component of a 504 plan. A teacher will be held personally liable if they fail to implement a 504 plan. If you have any questions please contact the your school's 504 coordinator.

Check Here	Test	Accommodation(s)
<input checked="" type="checkbox"/>	Test End of Course Algebra I	Large Print/Large Test
<input checked="" type="checkbox"/>	Test EOCT Biology	Large Print/Large Test

Plan Comments
No additional comments

Please Sign to indicate you understand and will implement the student's 504 plan.
Please check by clicking the box by each accommodation and sign the document at the bottom of the page to indicate that you have read the student's accommodation plan.

Emilio V. B. Jr.

Date Signed: 10/27/2022

Sign

Reports

504 Staff Reports are available to rostered teachers by clicking on the Reports icon in the left black bar.

504 Staff Dashboard

504 - Staff Reports

Reports | Classroom Accommodations

Test Accommodations | Print 504 Accommodations

Classroom Accommodations for: Shelby Carson

Student Info	Plan Start/End	Accommodation	Core Area	Comment (click ... to expand)
Aguilar, Chance Student Number: 28526 Grade: 07	01/07/2025 - 01/07/2026	Arrange for the student to leave the classroom voluntarily and go to a designated safe place when under high stress Short breaks between assignments	All	test
Barnes, Charles Student Number: 43309 Grade: 07	01/10/2024 - 01/10/2025	Allow student to present to small group instead of entire class Recording answers in an alternative format Break assignments into smaller parts	All	
Allen, Caden Student Number: 28694 Grade: 07	02/03/2025 - 02/03/2026	Arrange a check-in time to organize the day Have the student practice presenting in small group before presenting to class Extra time - 50%	All	Meet with teacher before class starts. Presenting to smaller groups allows student to feel more confident.

The Classroom Accommodations Report lists Classroom accommodations for all students actively rostered to the teacher for all sections. This report may be exported to Excel.

504 Staff Dashboard

504 - Staff Reports

- Classroom Accommodations >
- Test Accommodations >
- Print 504 Accommodations ↓

Classroom Accommodations for: Shelby Carson

Student Info	Plan Start/End	Accommodation	Core Area	Comments (click ... to expand)
Aguilar, Chance Student Number: 28526 Grade: 07	01/07/2025 - 01/07/2026	Arrange for the student to leave the classroom voluntarily and go to a designated safe place when under high stress	All	test
		Short breaks between assignments	All	
Barnes, Charles Student Number: 43309 Grade: 07	01/10/2024 - 01/10/2025	Allow student to present to small group instead of entire class	All	
		Recording answers in an alternative format	All	
		Break assignments into smaller parts	All	
Allen, Caden Student Number: 28694 Grade: 07	02/03/2025 - 02/03/2026	Arrange a check-in time to organize the day	All	Meet with teacher before class starts.
		Have the student practice presenting in small group before presenting to class	All	Presenting to smaller groups allows student to feel more confident.
		Extra time - 50%	All	
Adams, Bentley Student Number: 28074 Grade: 07	01/07/2025 - 01/07/2027	Behavior management plans	All	test
		Prepare student for transitions	All	

The Test Accommodations Report lists Tests Accommodations for all students actively rostered to the teacher for all sections. This report may be exported to Excel.

504 Staff Dashboard

504 - Staff Reports

- Classroom Accommodations >
- Test Accommodations >
- Print 504 Accommodations ↓

Test Accommodations for students of Shelby Carson

Student Info	Plan Start/End	Test	Accommodations
Aguilar, Chance Student Number: 28526 Grade: 07	2025-01-07 - 2026-01-07	All Standardized Tests	Extended Time
Barnes, Charles Student Number: 43309 Grade: 07	2024-01-10 - 2025-01-10	All Standardized Tests	Extended Time
Adams, Bentley Student Number: 28074 Grade: 07	2025-01-07 - 2027-01-07	All Standardized Tests	Extend Session Multiple Days
Allen, Caden Student Number: 28694 Grade: 07	2025-02-03 - 2027-02-03	All Standardized Tests	Extended Time
		End of Course Algebra I	Extended Time

The Print 504 Accommodations button will create a 504 Accommodation report in PDF format for all actively rostered students.

504 Staff Dashboard

504

504 - Staff Reports

- Classroom Accommodations >
- Test Accommodations >
- Print 504 Accommodations** ↓