



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.

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Main Menu	ŧΞ	504 Module	×	
Instruction	>	504 Staff Dashboard		
Student Information	>	July Stari Dashbuard		
504 Module	>			
Attendance Office	>			
Behavior Office	>			
CheckMate	>			disruptive, disrespectfu
Communication	>			
Custom Data Visualization	>			
GaDOE	>	Message	SCSS Normal Schedule 1/10/24	
My Account	>	Message	School Closing	
SCHS Reports	>	Message	SCSS New Vape Protocol Reminder	

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.

ate and time of meeting:	eting						Do you plan to atte	nd2	-	-
v 2 2022 2:00PM Counselor office	cung.						OYes ONo			
aff Input								ľ.,	C,	
This student is being evaluated for Section 504 Eligibility and A manner.	ccommodation Plan. Your input is import	ant and will be	used by the 50	4 Team during th	te decision proc	ess. All information provided will be shared with the parent. That	nic you for taking the time to complet	e this form	in al	tin
Rate each area below	Poor	Below Average	Average	Excellent	Not Observed	Answer Yes or No Below		Yes	No	N
lassroom participation	0	0	0	0	0	Difficulty remaining seated		0	0	
lassroom work	0				0	Difficulty working with peers		0		
ollowing oral directions	0			0	0	Extreme mood swings		0	0	
ollowing written directions	0		0		0	Fidgets or seems restless		0		
iomework	0			0	0	Illegible Assignments		0	0	
futh Skills	0				0	Incomplete Assignments		0		
Organizational Skills	0	0	0	0	0	Interrupts or intrudes on others		0	0	
eading Skills	0				0	Late Assignments		0		
	0	0	0	0	0	Missing Assignments		0	0	
Spelling										

View Plan

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

(504) S	taff Da	shboard										?
504	504 S	taff Dashboard		:	Student	:	Student Number	:	Primary Impairments	:	Plan	:
<u>11.</u>	4	Signature I	equired		Beck, Mason		21903				View Plan	^
	6	Pending De	cision		Bag'by, Ve'on		21065		ADD		View Plan	
	0	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.





30								
Back to Desitiblers	٥			Signature is required at the t	ottom of this page		Print 504 Accommodations	
eggs, Troy								
iender lale	DC 10	IB 13/2007	Student Number 23282	School Ridgemont High School (Grade)	Status 09 in Plan	Meeting Date 10/28/2022	Vo Irrage Available	1
npairments	5							
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Seeing		Legally bind						1
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lassroom /	Accommodations ting this student's 5	4 plan is required by	federal law, Teachers do NO	Thave any discretion to decline, i	modify or refuse to implem	ent any component of a 504 plan. A teache	r will be held personally liable if they	
fail to impl	lement a 604 plan. If Core Areas	you have any questio	ns please contact the your so Accommodation	chool's 504 coordinator.		Additional Accommodation Details		4
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	All		Provide clear and simple cl	Jassroom rules		De sure to verbally communicate		
				Evaluation Met	hods			
1 - 1								
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Reports

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

(504) S	Staff Dashb	oard						
504		504 - Staff Reports		Classroom Accomm	nodations for:	Shelby Carson		Export
Ш.	Reports	assroom Accommodations	<u> </u>	Student Info	Plan Start/End	Accommodation	Core Area	Comments(click to expand)
		Test Accommodations Print 504 Accommodations	₹ >	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	





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.

		Classroom Acco	mmodations for	: Shelby Carson			
Classroom Accommodations		Student Info	Plan Start/End	Accommodation	Core Area	Comments(click to exp	
Test Accommodations Print 504 Accommodations	∓ >	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 starts.	
				Have the student practice presenting in small group before presenting to class	All	Presenting to smaller gro allows student to feel mo confident.	
				Extra time - 50%	All		
		Adams, Bentley Student Number: 28074	01/07/2025 - 01/07/2027	Behavior management plans	All	test	

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 Da	shboard					
504	504 - Staff Reports		Test Accommodat	ions for students	of Shelby Carson	Export
<u>111</u>	Classroom Accommodations	>	Student Info	Plan Start/End	Test	Accommodations
	Test Accommodations	>	Aguilar, Chance Student Number: 28526 Grade: 07	2025-01-07 - 2026-01-07	All Standardized Tests	Extended Time
	Print 504 Accommodations	¥	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	
<u>th</u>	Classroom Accommodations	>
	Test Accommodations	>
	Print 504 Accommodations	