

**From:** [Murphy, Katherine A.](#)  
**To:** [Murphy, Katherine A.](#)  
**Cc:** [Murphy, Katherine A.](#)  
**Bcc:** [Abasolo, Amelia A](#); [Adams, Yolanda E](#); [Adeleke, Mia](#); [Aguilar, Rebecca J](#); [Aiello, Bianca](#); [Albrite, Jordan](#); [Allen, Cari](#); [Allen, Felecia](#); [Ascierto, Margaret A](#); [Ashurst, Leigh](#); [Austin, William T](#); [Avala, Meredith](#); [Azzara, Meghan](#); [Bach, Karen A](#); [Baier, Laura G](#); [Balde, Boubacar](#); [Ballard, Tracy](#); [Basta, John](#); [Beard, Michele](#); [Beland, Melissa](#); [Belscher, Brittany](#); [Berick, Tammy S](#); [Berry, Mary](#); [Biernesser, Kristen](#); [Biggar, Sophie](#); [Binman, Christine E](#); [Boateng, Chelsea M](#); [Bohnert, Nikki N](#); [Bornfeld, Sarah J](#); [Bradner, Debbie G](#); [Braxton, Malicia](#); [Brewer, Sara](#); [Brooks, Marissa](#); [Brown, Necole](#); [Brussel, Anna](#); [Bryant, Tiffany A](#); [Buesing, Kristen](#); [Bush, Lynn M](#); [Butler-Johnson, Tracey L](#); [Butts, Taylor S](#); [Cadolino, Amanda D](#); [Cahuantzi, Adam](#); [Campbell, Velma](#); [Cao, Sally](#); [Chapman, Teresa A](#); 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**Subject:** 504 SBC - SEA-STARs Update  
**Date:** Wednesday, January 27, 2021 12:09:00 PM  
**Attachments:** [504Exit CurrentIEP \(002\).png](#)  
**Importance:** High

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Dear 504 SBCs:

### SEA-STARs Update (*504 Plan to IEP*):

When students who are 504-only eligible are found special education eligible, the IEP team has up to 30 days to complete the IEP process. When a student moves from a 504 Plan to an IEP, the SEA-STARs compliance data will be adjusted on the 504 tab to include the date and "Current IEP" (see attached example). **It is important for teams to note that the 504 Plan continues to be implemented until the IEP is made current (*parent consents*).** Once the compliance fields are updated overnight in SEA-STARs, the student will drop



from the 504 student validation report and move to the IEP validation report.

Should the student on an IEP with a previous 504-only eligibility be found ineligible for special education later on, this should trigger a removal of the data in the 504 exit fields (currently happening nightly). Once the data is erased, the student's 504-only eligibility is back in play, the most recent 504 Plan should be visible in SIS (already in Historical Documents in SEA-STARS), and the student should return to the 504 validation report. The knowledgeable committee will need to treat the previous 504 Plan as the informing document (like a transfer document), until it meets to update the Plan (and reevaluation, as appropriate).

The student in this scenario never actually "loses" their 504 eligibility – their Section 504 rights are protected via the IEP. Please make sure that your 504 case manager and local screening colleagues are made aware of this information, and encourage your LSC chair to alert you as soon as possible to cases in which a student on an IEP (with a previous 504 Plan) is found special education ineligible.

Thanks!

Kathy

*Kathy Murphy*

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<http://fcpsnet.fcps.edu/ssse/seps/504/> (Section 504 intranet site)

<https://www.fcps.edu/academics/academic-overview/special-education-instruction/special-education-procedural-support/Section-504-information> (Section 504 public website)



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**Subject:** 504 SBCs - EOY message  
**Date:** Monday, May 17, 2021 9:26:00 AM  
**Attachments:** [Summer Clinic and End of Year Memo 2021.pdf](#)  
**Importance:** High

Dear 504 School Based Coordinators:

It is hard to believe that there are only four weeks left in the current school year!

As we are heading down the home stretch, please keep in mind the following items on your end-of-year to-do list as a 504 SBC:

- If you haven't already done so, please respond to the DSS Support Team's (SEA-STARS) email regarding the assignment of SBC(s) for next year, and



your preference regarding keeping students with their current case manager (team tab) or moving all students back to the SBC for delegation to case managers in August.

- Please review the 504 COVID-19 guidelines and FAQs on the intranet site (<http://fcpsnet.fcps.edu/ssse/osp/504info/index.htm>, COVID-19 Resources sub-heading), to ensure understanding and compliance. Prior to fall 2021, we will update these guidelines to reflect the movement back to full-time in-person instruction for most students, along with some limited virtual/online instruction for some students.
- Run a 504 student validation report (<http://fcpsnet.fcps.edu/ssse/SEASTARS/HELP/reports/504Reports.pdf>) to double-check for cases that may be out of timelines, have incorrect document dates, or reflect newly-eligible students who will need to have a 504 Plan meeting scheduled within 30 calendar days.
- Reinforce good communication practices with your local screening committee/chair, to ensure that you are made immediately aware of those students who become 504-eligible before the end of the school year, so that 504 Plan meetings are completed in a timely manner.
- Make sure that case managers in your building/program are on track to have completed all 504 Plan and Reevaluation meetings with due dates on or before September 30, before the last day of school (6/11). ***It is permissible, in some cases, to hold off on a mid-to-late September case until next school year if this is most appropriate, but timelines must be still be followed.***
- Run an open workflow report (<http://fcpsnet.fcps.edu/ssse/SEASTARS/HELP/reports/504Reports.pdf>) and close out completed cases.
- Do a final check with teachers, relevant staff to determine how the 504 students in your building have been faring, and work with staff regarding any students/families who may require additional supports or communications.
- Check in with your school's registrar/SIA regarding the procedure for 504 transfer students. It will be important for you to be made aware of an enrolling transfer student as soon as possible, so that you may complete the 504 Transfer process in a timely manner.

For your awareness, please also review the attached EOY/Summer Clinic memo that was sent out to special education chairs/leads.

I appreciate all that you do, and please do not hesitate to reach out with any questions or concerns.

Best,

Kathy

*Kathy Murphy*

Section 504 Specialist

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<http://fcpsnet.fcps.edu/ssse/seps/504/> (Section 504 intranet (FCPSnet) site) – employees

<https://hub.fcps.edu/organizations/special-education-procedural-support-oseps/basic-page/section-504-information> (Section 504 intranet (Hub) – employees)

<https://www.fcps.edu/academics/academic-overview/special-education-instruction/special-education-procedural-support/Section-504-information> (Section 504 public website)