

504 COVID-19 RESPONSE: Updated FAQs as of 4/14/2020

Q: There is a great deal of competition at my school for the teleconference line that has been earmarked for special education and Section 504 meetings. What are my current options for including staff and parents/students in 504 meetings?

A: While staff members are encouraged to use the dedicated teleconference line for special education and 504 meetings whenever possible, staff may also use Blackboard Collaborate or Google Meet for these meetings.

Q: Are we still required to hold 504 Plan and Reevaluation meetings that are coming due by September 2020, if everyone is in agreement with the current Plan or Reevaluation information?

A: Yes, schools must hold all required 504 meetings.

Q: How will we obtain parent and staff participant signatures on documents?

A: During the COVID-19 school closure, 504 Plan and Reevaluation participant signatures will not be required. Case managers should take special care to ensure that the meeting participants are identified correctly within SEA-STARS.

Q: What are the expectations for outlining appropriate accommodations on a student's 504 Plan, taking into account the potential differences in approach both during and after the COVID-19 closure?

A: It is suggested that staff consider completing a two-part 504 Plan document: Part one will address the accommodations/services that will be in place during distance learning, and part two will address those supports that will be in place once schools reopen.

For example, staff may wish to tailor the following language to fit their student's specific circumstances:

(Part One – suggested beginning statement)--

“The following accommodations/services will be implemented by FCPS during the COVID-19 school closure, to allow [Student name] to appropriately access distance learning during this time:”

(Part Two – suggested beginning statement)--

“The following accommodations/services will be implemented by FCPS once schools have reopened:”

Q: What should we do when formal assessment has been recommended for a student during a 504 Reevaluation meeting, given that in-person testing cannot occur during the COVID-19 closure?

A: If formal assessment was recommended just before the school closure, or is now being recommended as a part of a 504 Initial Qualification or Reevaluation, testing will need to be placed on hold until schools have reopened. Given that, FCPS has developed an Extension of Eligibility Timelines request letter ([SS/SE-401](#)). The school representative (LSC chair or psychologist – Initial Qualification; 504 case manager – Reevaluation) should complete the SS/SE-401 and forward to the student’s parent(s) via email. Please also alert your parents to this email via a phone call, if possible. Parents are not required to provide consent for an extension of timelines. However, should they give consent, it can be done verbally (with your written documentation of having receive the consent), or electronically (such as via email), and then uploaded to SEA-STARs. If the parent does not provide consent for this timeline extension, the expectation is that the 504 knowledgeable committee will move to complete the initial qualification or reevaluation process, including the qualification (“eligibility”) section, with the data you have readily available.