

Requesting Aides for Equal Access (504 Accommodations) Procedures - For Students with an IEP

Referral Process and Procedures for SPED and Site Staff

All accommodations and support will be provided when there is a demonstrated need for the service in order for a student to access general education programs, to the same degree as their non-disabled peers SPED will cover the cost of the additional adult support if approved.

Please refer to the process below:

1. The IEP team will meet and hold an amendment IEP meeting to determine if support and or accommodations are necessary for the student to access educational programs. The site 504 Coordinator will be invited to attend the meeting.
2. If supports are deemed necessary, then the supports will be added to the notes section of the IEP document
3. The IEP case manager will send an email to the 504 Coordinator at the school site and the district 504 Coordinator: Noel-Estacio@scusd.edu with the following information:
 1. **Title the e-mail: Aide for Equal Access[Student Initials] at [school site].**
 2. **Include the student's name and school site in the body of the email.**
 3. **If the student already has an aide yes or no, is the aide contracted or SCUSD staff**
 4. **Days and hours the additional aide is needed**
 5. **A copy of the notes section from the amended IEP**
4. The site 504 Coordinator will consult with the district 504 Coordinator to arrange support/accommodations
5. The District Coordinator will arrange the additional adult support for the student and send an email to the team once approved
6. The District 504 Coordinator will add the student's name to the Equal Access Spreadsheet in google docs
7. **The Site 504 coordinator will be responsible for coordination of day to day operations as the aides service logs, attendance, finding substitutes in the absence of the aide etc.**
8. Documenting Service Time: If the aide is staffed by an agency, the company will process service logs. If they are a district employe then the Per Diem Requisition would be processed by office staff at the school site
9. Ending a student from additional adult support: To end or discharge a student from receiving equal access support the IEP team must hold a new amendment to remove the services from the IEP.

Please Note: there is a staffing shortage and it may take days or even weeks to get an aide assigned to a student. Please plan ahead for field trips, sporting events, etc.