

# **Section 504 Compliance Collection**

#### **Section 504 Parent Notices**

## Available in English & Spanish

- Annual Notice of Nondiscrimination
- Notice of Nondiscrimination
- Discrimination Grievance
- Section 504 Impartial Hearing Rights and Procedural Safeguards
- Notice of Corrective Action/Short-Term Suspension
- Notice of Long-Term Suspension/Expulsion
- Section 504 Student Referral
- Section 504 Decision Regarding Screening for Evaluation
- Section 504 Parent Consent Initial Evaluation
- Section 504 Parent Information for Initial Evaluation
- Section 504 Invitation to Team Meeting
- Section 504 Determination of Eligibility
- Section 504 Accommodation Plan
- Section 504 Parent Consent Initial Services/Placement
- Section 504 Persons Responsible for Plan Implementation
- Section 504 Invitation to Manifestation Determination Review
- Section 504 Manifestation Determination Worksheet
- Section 504 Manifestation Determination Review and Notice of Decision
- Section 504 Exit Form
- Section 504 Rehabilitation Act, Parent/Student Rights

# **Section 504 RoadMaps**

- Overview of Essential Requirements
- District Responsibilities
- District Coordinator
- Procedural Safeguards
- Screening
- Evaluation and Reevaluation Process
- Eligibility
- Accommodation Plan

# New User - Quick Tips:

#### LOGIN TO YOUR ACCOUNT

- 1. Visit http://login.transact.com.
- Enter your Username and Password
   Username: Your full district email address
   Password: Designated during registration for
   personal access
- 3. Click Go!

# FIRST TIME USER? REGISTER FOR ACCESS

- 1. Go to http://login.transact.com.
- 2. Click on the orange **Register** button
- 3. Select your State, County and School District
- 4. Enter district email and click Next
- 5. Enter your user information and click Next. You will receive an automated email with your password.

## CHANGE LANGUAGES ON A DOCUMENT

- 1. Open the document you want
- 2. Find the orange drop down menu on the upper right that says "English"
- 3. Hover over the menu and select the language you need
- 4. Click **Open PDF** in the toolbar on the right side of the page

# FILL-IN & SAVE A DOCUMENT

- 1. Open the document you want
- 2. Click on the **Fill-in and Save** button in the toolbar on the right side of the page
- 3. Fill in the text in the highlighted fields
- 4. Click Select Languages & Save
- 5. Check the box next to the languages you wish to save
- 6. Open the document in Adobe Reader or Preview
- 7. Go to File>Print or File>Save As