

Lindale ISD

SECTION 504

TIMELINES AND NOTICES

August 2025

CONTENTS

Timelines and Notices	3
What is Required	3
Section 504 Evaluation Timelines.....	3
Timelines for Initial Section 504 Meetings	4
Section 504 Notices	5
Disciplinary Change of Placement Notice	6
Evidence of Implementation	7
Resources	7
CITATIONS	8

Timelines and Notices

What is Required

Unlike the IDEA, Section 504 does not indicate specific timelines that the District must follow. However, to the greatest extent possible, the District should follow all state special education timelines relating to students with disabilities—as well as those required under the IDEA—for child find, evaluations, meetings, notice, procedural safeguards, and discipline. The District Section 504 Coordinator and Campus Section 504 Chairpersons are responsible for ensuring that all timelines are followed in accordance with District policy and federal and state law.

In addition, all Section 504 notices should provide the parent with the action taken and the rationale for the action in clear and concise language. Such notices shall be provided to the parent in the parent's native language.

Section 504 Evaluation Timelines

Generally, a student's initial Section 504 evaluation should be completed:

- Not later than the 45th school day following the date on which the Campus Section 504 Chairperson receives written consent for the evaluation from the student's parent. If the student has been absent from school during that period on three (3) or more school days, the period must be extended by a number of school days equal to the number of school days during that period on which the student has been absent; or
- For students under five (5) years of age by September 1 of the school year and not enrolled in public school, and for students enrolled in a private or home school setting, not later than the 45th school day following the date on which the Campus Section 504 Chairperson receives written consent for the evaluation from the student's parent. See [DETERMINATION OF ELIGIBILITY].

However, if the Campus Section 504 Chairperson receives written parent consent at least 35, but less than 45, school days before the last instructional day of the school year:

- The Section 504 evaluation should be completed, and the written report provided to the parent, not later than June 30th of that year; or
- If the student was absent from school during that time for three (3) or more days, the Section 504 evaluation should be completed not later than the 45th school day following the date on which consent was received, plus the number of school days the student was absent (into the following school year).

If the Campus Section 504 Chairperson receives written parent consent less than 35 school days before the last day of the school year, the Section 504 evaluation should be completed:

- Not later than the 45th school day following the date on which the District or Campus Assessment Personnel received written consent for the evaluation from the student's parent (into the following school year). If a student has been absent from school during that period on three or more school days, the period must be extended by a number of school days equal to the number of school days during that period on which the student has been absent.

In determining evaluation timelines, a “school day” does not include a day that falls after the last instructional day of the spring school term and before the first instructional day of the subsequent fall term.

Nevertheless, where a student’s physical or mental impairment or disability-related needs are easily identifiable, it may not be reasonable for the District to use the entire 45-day period to complete the evaluation. Should that be the case, the Section 504 Committee will make every effort to evaluate the student in a timely manner.

A Section 504 reevaluation must occur not more frequently than once a year, unless the parent and the Section 504 Committee agree otherwise, and must occur at least every three (3) years. See [REEVALUATION]. The Section 504 Committee shall determine the completion date for the reevaluation within a reasonable time prior to the 3-year reevaluation due date, or sooner if the student’s circumstances warrant an earlier timeframe.

Timelines for Initial Section 504 Meetings

The Campus Section 504 Chairperson will schedule an initial Section 504 meeting within thirty (30) calendar days of the completion of the Section 504 evaluation (or within the appropriate time frame for evaluations completed during the summer). The Campus Section 504 Chairperson will invite the parent to the initial Section 504 meeting and provide written notice to the parent at least five (5) school days before the meeting, unless the parent has agreed to a shorter time frame. The Campus Section 504 Chairperson will maintain all documentation relating to the District’s efforts to schedule and convene the meeting within a reasonable time.

If the notice of the meeting is received by the parent less than or equal to five (5) school days prior to the meeting, the parent may indicate in writing that they agree to meet at the scheduled time. The Campus Section 504 Chairperson should maintain written documentation of this agreement. However, if the parent does not agree and requests that the meeting take place at a later date, the Section 504 meeting shall be rescheduled to give the parent sufficient notice. If the District refuses to schedule a Section 504

meeting at parent request, the Campus Section 504 Chairperson will also provide the parent Prior Written Notice.

Section 504 Notices

The Campus Section 504 Chairperson shall provide notice to a parent at least five (5) school days before the District proposes or refuses an action relating to the student's identification, evaluation, placement, or how the student is provided a FAPE, unless the parent agrees to a shorter timeframe.

If the parent submits a written request to the District Section 504 Coordinator, Campus Section 504 Chairperson, or other Campus Administrator for a Section 504 evaluation of the parent's child, the Campus Section 504 Chairperson must, not later than the 15th school day after the date of receipt of the request, either:

- Provide the parent with notice of its proposal to conduct a Section 504 evaluation, a copy of the *Section 504 Parent Rights*, and an opportunity to give written consent for the evaluation. See [CHILD FIND AND REFERRAL], [DETERMINATION OF ELIGIBILITY], and [PARENT RIGHTS AND PROCEDURAL SAFEGUARDS]; OR
- Provide the parent with notice of its refusal to conduct an evaluation and a copy of the *Section 504 Parent Rights*.

Furthermore, the Campus Section 504 Coordinator will create and send the parent notice of the District's refusal to convene a Section 504 meeting at parent request. Finally, the Campus Section 504 Coordinator will create and send the parent notice after each and every Section 504 meeting, detailing the decisions of the Section 504 Committee and including the following information:

- A description of all the actions the Section 504 Committee has decided upon and/or rejected regarding the student's Section 504 plan;
- An explanation of why the Section 504 Committee is proposing or refusing to do the stated actions;
- A description of all the alternate actions or options the Section 504 Committee considered;
- A description of the data and other relevant factors that the Section 504 Committee considered to make its decisions;
- A statement of the parent's procedural rights; and
- Information about the District, state, and local sources the parent can contact for questions regarding their rights.

The actions documented in the student's Section 504 Plan should not be implemented until five (5) school days after the parent has received a copy of the notice, unless the parent has agreed otherwise.

Finally, if a parent revokes consent for services under Section 504, the District must provide notice to the parent before ceasing the provision of services to the student. See [SECTION 504 SERVICES].

Disciplinary Change of Placement Notice

Within ten (10) school days of any decision to make a disciplinary change of placement of a student with a disability due to a violation of the student code of conduct, the Section 504 Committee must conduct a Manifestation Determination Review ("MDR") Section 504 meeting to determine if the student's conduct is a manifestation of their disability. The Campus Section 504 Chairperson must provide the parent with written notice of the MDR Section 504 meeting and a copy of the *Section 504 Parent Rights* at least five (5) school days before the meeting unless the parent agrees to a shorter timeframe. If a change of placement is supported by the Section 504 Committee during the MDR Section 504 meeting, the Campus Section 504 Chairperson shall also provide the parent with notice regarding its decision to change the student's placement. See [DISCIPLINE].

Following the placement of a student in a disciplinary alternative education program (DAEP) and as part of a student's personalized transition plan following release from the DAEP, a Campus Administrator must provide information to the student's parent regarding the process for requesting a special education evaluation under the IDEA by providing the parent with the Texas Education Agency form "Overview of Special Education for Parents."

Evidence of Implementation

- Parent Request for Evaluation
- Notice of Refusal to Conduct an Evaluation
- Parent Request for Section 504 Meeting
- Section 504 Notice Regarding Evaluation/Reevaluation
- Section 504 Evaluation/Reevaluation
- Consent for Section 504 Evaluation
- Consent for Initial Provision of Section 504 Services
- Documentation of Parent Agreement/Disagreement
- Notice(s) of Section 504 Meeting
- Request(s) for Section 504 Meeting
- Schedule of Deadlines for Holding Section 504 Meetings
- Section 504 Notice Following Section 504 Meeting
- *Section 504 Parent Rights*
- Evidence of Parent Receipt of *Section 504 Parent Rights*
- Parent Revocation of Consent for Services
- MDR Section 504 Meeting
- Section 504 Notice following Manifestation Determination Review

Resources

[Title 34, Section 104 of the Code of Federal Regulations \(“Section 504 Regulations”\)
- Electronic Code of Federal Regulations](#)

[Technical Assistance: 504 - Texas Education Agency](#)

[Section 504 Fact Sheet for Parents - Texas Education Agency](#)

[Supporting Students with Disabilities and Avoiding the Discriminatory Use of
Student Discipline under Section 504 - U.S. Department of Education \(July 2022\)](#)

[Responsibilities and Timelines Regarding Parent Requests for Special Education
Evaluations - Texas Education Agency](#)

[The Texas Legal Framework for the Child-Centered Special Education Process:
Prior Written Notice - Region 18](#)

[The Texas Legal Framework for the Child-Centered Special Education Process: Evaluation Procedures Framework - Region 18](#)

[The Texas Legal Framework for the Child-Centered Special Education Process: Disciplinary Change of Placement - Region 18](#)

[The Texas Legal Framework for the Child-Centered Special Education Process: Manifestation Determination - Region 18](#)

[OSERS Questions and Answers on Discipline Procedures \(Revised June 2009\) - U.S. Department of Education](#)

[Overview of Special Education for Parents – Texas Education Agency](#)

CITATIONS

Board Policy FB, Board Policy FO, Board Policy FOF, Board Policy EHBAA, and Board Policy EHBAE; 29 USC 794, 1414(b)(1), 1415; 34 CFR 300.301, 300.303, 300.304(a), 300.503, 300.504; Tex. Educ. Code 29.004; 19 TAC 89.1011