

Lindale ISD

SECTION 504

SECTION 504 COMMITTEE

August 2025

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Section 504 Committee

What is Required

The Section 504 Committee is responsible for determining eligibility for Section 504 and ensuring that eligible students receive the accommodations and services necessary to receive a FAPE. A student's Section 504 Committee will convene Section 504 meetings for various reasons, including, but not limited to: determining eligibility; determining accommodations and services to provide the student; conducting annual reviews; reevaluating students; reviewing proposed changes in placement; and conducting manifestation determination reviews and reviewing disciplinary decisions.

Required Members

The Section 504 Committee must include, at a minimum, the following members:

- Individual(s) who can make placement decisions, including, but not limited to, the principal, vice/assistant principal, counselor, or Section 504 Coordinator;
- Individuals who are knowledgeable about the student, including, but not limited to, the student, the parent(s), teachers, counselor, behavior specialist, Section 504 Coordinator, or other related services providers; and
- Individuals who can interpret the meaning of evaluation data, including, but not limited to, the school nurse, diagnostician, licensed specialist in school psychology ("LSSP"), reading interventionist, dyslexia teacher, representative from the student's Language Proficiency Assessment Committee ("LPAC"), or related service providers.

In addition to these areas, decisions regarding member participation on a Section 504 Committee should be made on a case-by-case basis. While the Section 504 Committee must include, at a minimum, members from these three areas, there is no maximum number of members that may serve on a Section 504 Committee, and one person may serve in dual roles so long as that individual is qualified for each role.

Parent and Student Participation

While Section 504 does not require that parents be a part of a student's Section 504 Committee, the District recognizes the importance of maintaining strong relationships with parents and acknowledges that parents are often an excellent source of information regarding the student's disabilities and needs. In addition, the Office of Civil Rights has interpreted Section 504 to require district to obtain parental permission for the initial evaluation for Section 504. Thus, the Campus Section 504 Chairperson should invite the

student's parent(s) to participate as a member of the student's Section 504 Committee. The Section 504 Committee should provide the parent ample opportunity to participate in a Section 504 meeting. If a parent is unable to attend, the Section 504 Committee will ensure the parent is able to provide meaningful input. However, should the parent refuse to participate or otherwise be nonresponsive to the District's invitation, the Section 504 Committee may proceed without the parent.

While not a required member of the Section 504 Committee under the law, the Section 504 Committee will also consider inviting the student—where appropriate—to attend the Section 504 meeting to provide input about their disability, their learning, and the supports provided to them. Mirroring requirements under the IDEA, the Section 504 Committee will include students in Section 504 meetings and transition planning once the student turns fourteen (14) years old.

Evidence of Implementation

- Section 504 Meeting Sign-In Sheets
- Invitation for Parent to Attend Section 504 Meeting
- Invitation for Student to Attend Section 504 Meeting
- Documentation of Communication with Parent
- Documentation of Efforts to Encourage Parent Participation

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](#)

[Educator's Quick Reference for Section 504 - Region 20](#)

CITATIONS

Board Policy FB; 29 USC 794; 34 CFR 104.35