

504 at McCallum

Presented by
Your MAC Counselors (aka) 504 Coordinators!



General 504 Information

What is Section 504? Section 504 of the Rehabilitation Act prohibits discrimination, and assures that students who are disabled with a physical or mental impairment have educational opportunities and benefits equal to those provided to non-disabled students.

What is the purpose of Section 504? Section 504 ensures equal educational opportunity, which is mainly accomplished by providing appropriate classroom accommodations to eligible students.

What are the physical and mental impairments listed under Section 504? Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, respiratory or any mental or psychological disorder such as autism, emotional or mental illness, and learning disabilities.

What is a substantial limitation? A major life activity is substantially limited when a person is “unable to perform a major life activity that the average person in the general population can perform” (The Council of Education for Students with Disabilities, Inc.). Major life activities affected include but are not limited to: concentrating, thinking, breathing, walking, seeing, hearing, speaking, performing manual tasks, reading, and/or learning.



Students with existing 504 plans

If the student's previous school was in AISD:

- 504 information will be already in our system
- Student accommodations will be automatically sent out (as they are) to teachers

If the previous school was outside of AISD, public or private:

- Public schools typically send over 504 information, however, parent can double-check with the counselor to make sure we have received it
- If coming from a private school, parent must email counselor with the previous school's 504 information for student. This typically includes diagnoses and accommodations/supports that student was receiving
- Counselor will send accommodations (as they are) to teachers



Students needing 504 supports

If students have been recently diagnosed with a disability and is wanting supports under 504, please email your counselor with the following information:

1. Doctor evaluation and/or form stating diagnosis, date, name of student. Can include possible recommendations of accommodations, but is not required
2. Parent Input Form (blank form obtained from 504 Coordinator/Counselor) completed

It is strongly recommended that a student be in class for at least six weeks before a Consideration for 504 Meeting be held. This allows for their teachers to get to know their strengths and areas of growth, personally and academically.

If there are accommodations that are needed before the six weeks, please let us know so that we can relay this information to teachers in the meantime.



504 Meetings at McCallum

Who: The student, parents, an administrator, the 504 Coordinator/Counselor, and teacher(s). The student is the star of the show!

What: It is an opportunity for all parties to discuss how the student is feeling and doing in their classes, how their disability may be impacting them in the classroom, and how their accommodations may or may not be helping address these concerns. Everyone shares their feedback on what they have noticed has helped and what they recommend for the accommodation plan.

Why: These meetings are meant to create a conversation of what McCallum can do to help the student while also helping the student to become their best advocate.

504 Meetings at McCallum (continued)

When: They are held once a year. Jody Ray, our Guidance Secretary, will be contacting you to schedule these meetings throughout the year.

Where: Through Zoom until further notice.





PSAT, SAT, AP, ACT Accommodations Request

We typically encourage students to take these tests without any accommodations their 9th & 10th grade years of high school, so that they can see how they feel in a timed-test setting without the “high stakes” involved. BUT, it also depends on the student’s need.

If students have a need accommodations for these tests, then they need to contact us (counselors) so that we request accommodations for them through College Board or ACT months in advance before the test occurs.

This is not something that is rolled over automatically because not all students with a 504 plan need the accommodation for College Exam testing.



Some Notes on Accommodations & Supports

- Every student is different! While there may be common accommodations relating to certain diagnoses, we want to create an individualized plan that will tailor to every student's needs, which is why communication and collaboration are of utmost importance.
- Teachers receive a lot of 504 plans every year. We urge students to advocate for themselves and their accommodations. Communication is key: kindly remind your teachers of your accommodation and/or let them know when you are using it. It is hard for teachers to remember all student accommodations because some students use their accommodations all the time, some only need them some of the time.
- If you and your parent have already had to advocate multiple times with a teacher, and a resolution has not been reached, please reach out to us so that we can help!
- This year will be a year of learning. We will navigate together how accommodations will look like during these virtual times. You are not alone!

Contact us!



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