

TITLE:	Mandatory Use of the Welligent Section 504 Program Module to Conduct All Section 504	ROUTING All Schools
	Activities	Local District Administrators of
NUMBER:	REF-6241.5	Local District Administrators Community of Schools
ISSUER:	Devora Navera Reed, General Counsel Office of the General Counsel Julie Hall- Panameño, Director Section 504 Coordinator Educational Equity Compliance Office	Administrators School Site Administrators School Counselors School Nurses Section 504 Designees & Case Managers School Office Staff assigned to special education and Section 504 duties Teachers

**DATE:** August 29, 2022

**PURPOSE:** The purpose of this reference guide is to inform all District personnel of the mandate to: 1) conduct Section 504 evaluations for *all* students currently eligible with Section 504 plans; 2) conduct individualized determinations regarding the student's need for Compensatory Education and/or Recoupment Services as a result of the COVID-19 pandemic; 3) transfer all Section 504 student records to the Welligent Management System's enhanced Section 504 Program module; and 4) use the Welligent Management System to conduct and track all Section 504 activities.

This reference guide outlines procedures and instructions for Section 504 Designees, Case Managers, and school office staff assigned to special education and Section 504 duties to follow when conducting Section 504 activities and updating all current students' Section 504 details and documents in the Welligent System.

MAJORThis reference guide replaces REF-6241.4, of the same title, issued February 10,CHANGES:2020. The Section 504 module has been enhanced with an automated system<br/>comparable to the Welligent Individualized Education Program (IEP) Management<br/>System.

**By December 16, 2022,** all schools shall: (1) conduct Section 504 evaluations for every student eligible with a Section 504 plan; and (2) make an individualized determination regarding whether and to what extent Compensatory Education and/or Recoupment Services are required as a result of COVID-19 pandemic remote learning instruction and/or hybrid in-person and remote learning instruction since March 17, 2020 through the end of the 2021-2022 school year (the COVID-19 "Pandemic Period").

Beginning with the 2022-23 school year, Section 504 teams shall use the automated



Welligent Section 504 Program Module to conduct and track all Section 504 activities. Alternative means of documenting Section 504 activities will not be available or accepted. Related resources and attachments have been revised as appropriate.

**BACKGROUND:** Section 504 of the Rehabilitation Act of 1973 (Section 504) is a civil rights law that prohibits discrimination/harassment on the basis of disability in any program or activity receiving federal financial assistance. The District has specific responsibilities related to the provision of a "free appropriate public education" (FAPE) to school-age individuals with disabilities under Section 504 and the Individuals with Disabilities Education Act (IDEA).

As a result of the Americans with Disabilities Act Amendments Act (ADAAA), there is a broader application of the definition of disability under the Americans with Disabilities Act (ADA) and Section 504. The new law eliminated the consideration of ameliorative effects of mitigating measures when determining whether a student has a disability, though they remain relevant when evaluating students' needs for accommodations/services. As a result, more students may be eligible for Section 504 nondiscrimination protections whether or not they currently need Section 504 plan accommodations/services.

The Welligent Section 504 Program module has been enhanced to provide increased access to students' Section 504 records and is the District's official source for maintaining, updating, monitoring, and managing Section 504 data and records. Section 504 records shall be developed and maintained within the Welligent system. School personnel must use the Welligent Section 504 Program module when conducting all Section 504 activities including referral, evaluation, plan development, and follow-up, to effectively serve, monitor, and track students with disabilities under Section 504. The Welligent Section 504 Program module presents the Section 504 process as a sequence of four phases: I. Management; II. Evaluation; III. Meeting; and IV. Follow-Up.

- **PROCEDURES:** I. LAUSD Section 504 Designees, Case Managers, and designated school office staff who do not currently have an active Welligent account should complete the following steps before attempting to access the Welligent Management System Section 504 Program module:
  - A. Activate their account by visiting <u>Welligent Support</u>.
  - B. Review *Welligent Support Technical Guide (Attachment A)* regarding minimum requirements for Windows and Macintosh operating systems to improve user functionality.
    - Google Chrome is the recommended browser for Microsoft Windows users when accessing the Welligent System.
    - Safari 6.X or higher and Google Chrome are recommended browsers for Macintosh users.
  - II. Section 504 Designees, Case Managers, and designated school office staff



should identify students currently eligible under Section 504 at their school by following instructions outlined in the *Welligent Section 504 Program Module Quick Sheet* (Attachment B: #1) to generate a Welligent Section 504 Report. Review the report for accuracy and update the information in the Welligent Section 504 Program Module *Section 504 Details*, as necessary.

- A. Access the "Inactive" Section 504 Program Module to locate the most current Section 504 Plan for each student enrolled at your school. Conduct a student record search in Welligent to identify all students eligible under Section 504 according to *Welligent Section 504 Program Module Quick Sheet* (Attachment B #2).
- B. Access the new Section 504 Program Module and schedule a Section 504 evaluation for each student eligible with a Section 504 plan to be held **no later than December 16, 2022**.
- C. Create a Section 504 record in the Welligent Section 504 Program Module for each student following the procedures outlined in the Welligent Section 504 Program Module Quick Sheet (Attachment B #3).
  - 1. Update/enter Section 504 details (Attachment B: #3).
  - 2. Scan and/or attach relevant Section 504 plan documents to the student record (Attachment B: #5).
- D. For the 2022-23 school year only, conduct a Section 504 evaluation for each student with a disability identified under Section 504 regardless of when the last evaluation was conducted and whether there is a current Section 504 plan in place.
  - 1. For the 2022-23 school year, conduct an individualized determination regarding the student's need for Compensatory Education and/or Recoupment Services as a result of the COVID-19 pandemic.
  - 2. The process for making individualized determinations for Compensatory Education and/or Recoupment Services must be conducted according to the guidance materials found on the District's Division of Special Education website employee page, under Compensatory Education Plan/Recoupment Services at <u>https://achieve.lausd.net/Page/16796</u>.
- III. All records for future Section 504 initial evaluations, reevaluations, including manifestation determinations, shall be developed and saved within the Welligent Section 504 Program Module following the instructions outlined in the *Welligent Section 504 Program Module Quick Sheet* (Attachment B #3-5).
- IV. Upon accessing the Welligent Management System, follow instructions outlined in Attachment B when conducting the following activities, as necessary.
  - Generating a Section 504 Report to Identify All Eligible Section 504 Students



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- 2. Locating the Section 504 Student Record
- 3. Creating the Section 504 Record for the First Time
- 4. Navigating the Section 504 Program Module and Documenting Section 504 Activity
- 5. Attaching Relevant Section 504 Documents to the Student Record
- 6. Printing Section 504 Pages
- 7. Locking a Section 504 Page (Lock functionality will come in a later release)
- V. Welligent Section 504 Program module users may access the following training on MyPLN:
  - A. Welligent Section 504 Self-Guided Lab Online training in a computer lab format with step-by-step instructions on generating Section 504 reports, creating records, and updating Section 504 details in the Welligent Section 504 Program Module.
  - B. Special Education and Section 504 MCD Clerk Training Outlines procedures, specific roles, and responsibilities of clerical staff assigned special education and Section 504 tasks.
  - C. *Section 504 Procedures* Outlines the four phases of the Section 504 process.

**RELATEDBUL-4692:** Section 504 of the Rehabilitation Act of 1973, issued by the Office of the**RESOURCES:**General Counsel

<u>REF-5640: Clerical Support for Special Education and Section 504</u> <u>Responsibilities</u>, issued by the Division of Special Education

<u>MEM-5818: Nondiscrimination Required Notices and Ordering of Student</u> <u>Brochures, issued by the Office of the General Counsel</u>

**ATTACHMENTS:** Attachment A - Welligent Technical Support Guide Attachment B - Welligent Section 504 Program Module Quick Sheet

ASSISTANCE: For further information, contact the following District Offices: Educational Equity Compliance Office (EECO): (213) 241-7682, Email: EquityCompliance@lausd.net

Visit the EECO website for related information: <u>https://achieve.lausd.net/eeco</u>

Visit the Division of Special Education employee page for information about the COVID-19 Compensatory Education Plan and Recoupment Services: http://achieve.lausd.net/Page/16796



Welligent Support: (213) 241-5200

District Nursing Services: (213) 202-7580

Your Local District Operations/Section 504 Designee

Office of ADA Compliance: (213) 241-4530.

Information Technology (ITD) Help Desk (213) 241-5200 <u>https://lausd.net-myit.onbmc.com</u>

## Welligent Technical Support Guide

Minimum Requirements for Windows & Macintosh Computers

Windows 10 or higher:	Google Chrome	
Mac OS:	Google Chrome	Safari 6.X or higher
Do not use:	Mozilla Firefox	Windows Edge

Chrome Settings on Windows						
<b>Pop-up Blocker</b> <i>Pop-ups need to be allowed.</i>						
<ul> <li>Open Chrome.</li> <li>Click the 3 dots at the top right corner (ellipsis)</li> <li>Click on Settings.</li> <li>Click on Privacy and security.</li> <li>Click on Site Settings</li> <li>Scroll down to Content and select Pop-ups and redirects.</li> <li>Select the radio button Sites can send pop-ups and use redirects.</li> <li>*Or you can add [*.]lausd.net to the Allowed sites at the bottom to only allow pop-ups from District sites.</li> <li>Close the windows.</li> </ul>						
Clear the Cache To maintain the system periodically repea	it these steps.					
<ul> <li>Open Chrome</li> <li>Click the 3 dots at the top right corner (ellipsis)</li> <li>Click on Settings.</li> <li>Click on Privacy and security.</li> <li>Click on Clear Browsing Data.</li> <li>From the Basic tab for Time range, select All time.</li> <li>Check Browsing history, Cookies and other site data and Cached images and files.</li> <li>Click Clear data at the bottom.</li> </ul>						
Chrome Settings on MAC						
Pop-up Blocker         Pop-ups need to be allowed.						
<ul> <li>Open Chrome</li> <li>Click on Chrome at the top right side of the menu.</li> <li>Click on Preferences.</li> <li>Click Privacy and security.</li> <li>Click Site Settings.</li> <li>Scroll down to Content and click Pop-ups and redirects.</li> <li>Under Sites automatically follow this setting when you visit them, select Sites can send pop-ups and use redirects.</li> <li>*Or you can add [*.]lausd.net to the Allowed sites at the bottom to only allow pop-ups from District sites.</li> <li>Close the window.</li> </ul>	Default behavior         Sites automatically follow this setting w <ul> <li>Sites can send pop-ups and w</li> <li>Sites can send pop-ups and w</li> <li>Customized behaviors</li> </ul> Sites listed below follow a custom setting w         Not allowed to send pop-ups or use red No sites added         Allowed to send pop-ups and use redired No sites added	when you visit thern use redirects Ing instead of the default irects Add				

# Welligent Technical Support Guide

Minimum Requirements for Windows & Macintosh Computers

Clear the Cache, Cookies and History To maintain the system periodice	ally repeat these steps.
• Open Chrome	Clear browsing data
<ul> <li>Click on Chrome at the top right side of the menu.</li> </ul>	Basic Advanced
Click on Clear Browsing Data	Time range All time -
• From the Basic tab for Time range select <b>All time</b>	Browsing history
Check Browsing history Cookies and other site data and Cached images and	Clears history from all signed-in devices. Your Google Account may have other forms of browsing history at myactivity.google.com.
Click Clear data at the bottom	Cookies and other site data Signs you out of most sites. You'll stay signed in to your Google Account so
	your synced data can be cleared.
	Cached images and tiles Frees up 5.6 MB. Some sites may load more slowly on your next visit.
	Canad Class data
Safari Settings on MAC	
Pop-up Blocker         Pop-ups need to be allowed.	Wakeley-
• Open <b>Safari</b> .	Websites         Websites           Image: Second State State         Image: Second State State           General         Tabs         AutoFII           Passwords         Search         Security           Privacy         Websites         Extensions           AddaFII         Passwords         Search
• Click on <b>Safari</b> at the top right side of the menu.	General Allow see up windows on the underline below.
• Click on <b>Preferences.</b>	Content Blockers     Allow pop-up windows on the websites below.     Auto-Play
• Click on the <b>Websites</b> tab.	O Page Zoom
• On the left, scroll down to the bottom and click on <b>Pop up Windows</b> .	Camera
• For When visiting other websites: select Allow.	No Configured Websites
*Or After using Welligent comeback to Websites and only allow for welligent.lausd.net	Location     Downloads     Block and Notify
Close the window.	Remove When visiting other websites V Allow
<b>Clear History</b> To maintain the system periodically report these store	
Open Safari	
<ul> <li>Open Salah.</li> <li>Click on Safari at the ten right side of the manu</li> </ul>	Clearing history will remove related cookies
Click on Salah at the top right side of the menu.	and other website data.
Click on Clear nistory:     For Clear selection, select all history:	Clear all history
For clear selection, select <b>all history</b> .     Click the <b>Clear History</b> button	
Clear Ceaha     Ta maintain the system periodically suggest these store	
Clear Cache To maintain the system periodically repeat these steps.	
• Open Sarari.	Safari File Edit View History Bookman's Develop Vindow Help
• Click on <b>Satari</b> at the top right side of the menu.	Advanced
Click on Preterences.	General Tabs AutoFill Passwords Search Security Privacy Websites Extensions Advanced
Click on the <b>Advanced</b> tab of the menu that pops up.	Smart Search Field: Show full website address
At the end of the tab, select the box for Show Develop menu in menu     har and close the Preferences menu	Accessibility: Never use font sizes smaller than 0 0
Click the <b>Develon</b> tab from the Safari menu at the top of the page	Option-Tab highlights each item.
Click Empty Caches from the drandown manu	Reading List: Save articles for offline reading automatically
• Crick empty caches from the dropdown menu.	Style sheet: None Selected
• To repeat go directly to Doyolon and Empty Cashee	Default encoding:   Western (ISO Latin 1)
- To repeat go unectly to Develop and Empty Caches.	Proxies: Change Settings
L	Show Develop menu in menu bar
If you need assistance please call the helpdesk at (213) 241-5200 o	ption 8 or create a Ticket: <u>lausd-mvit.onbmc.com</u>

Welligent Technical Guide

#### 1. GENERATING A SECTION 504 REPORT TO IDENTIFY ALL ELIGIBLE SECTION 504 STUDENTS

a. Login to Welligent homepage and click "Reports."

•	Student Data	<b>Q</b> Student Search	≡Welligent	Reports	A My Alerts	🕞 Log Out
1	Reports			Welcome b	ack, Joseph Green!	📽 🛛 🕑 Support
	Organization Message					Î 🏛

#### b. Open the "Report Category" dropdown menu.

	<ul> <li>Student Data</li> </ul>	Q Student Search	≡v	Velligent	🛃 Reports	A My Alerts	🕞 Lo	og Out
1	Reports				Welcome b	ack, Joseph Green!	<b>¢</b> \$ 0 5	Suppor
s	tock Reports	Search		?	WellReports	Desktop		Ê
	Search Criteria			<ul> <li>Iep-Iep Un</li> <li>Iep-Unassi</li> <li>Schladmin-</li> </ul>	My Report assigned Assessr igned Iep Assessr -Rsp Monthly Atte	Hotlist nents Listing nents endance Form [By Pro	vider]	*
	Keyword: Report ID: Find Dashboards:	(Note: To search for multiple keywords, separate entries by a comma (e.g., Active, Code).)						<u>ام</u> ء

### c. Select "Section 504 Reports (Custom Grouping)" from the dropdown menu.

🐤 Student D		Q Student Search	≡Welligent	Reports	My Alerts	C Log	g Out
Reports				Welcome ba	ck, Joseph Green!	<b>0</b> ° Ø S	Support
Stock Reports		Search	?	WellReports D My Report H	lesktop lotlist	<b>A</b>	<b>#</b>
Search Criter	Section 504 Reports(Custom Grouping)		<ul> <li>Iep-Iep U</li> <li>Iep-Unass</li> <li>Schladmin</li> </ul>	nassigned Assessmi signed Iep Assessmi n-Rsp Monthly Atten	ents Listing ents Idance Form (By Pr	ovider]	*
Report ID:	Complaints MGMT Reports Global Management Reports(Custom Grouping) IEP Timeline Reports(Custom Grouping)	(vote: to search for multiple keywords, separate entries by a comma (e.g., Active, Code).)					Ľ
Find Dashboards	NonPublic Mgmt Reports(Custom Grouping) STS Global Reports(Custom Grouping) Section 504 Reports(Custom Grouping)						۶ ج

#### d. In the Report Name field, click on "Section 504 Report" or desired Section 504 report.

•	Student Data		<b>Q</b> Student Sea	arch
*	Reports			
Stock	Reports		Sea	arch
Re Ke Fir	Search Criteria bort Category: Section 504 Reports(Custom Grouping) word: bort ID: d Dashboards:	(Note: To search for multiple keywords, separate entries by a commo	ı (e.g., Active, Co	de).)
Select	Report Name Report Description		Report ID	Catego
	Section 504 Evaluation Report		2405	
	Section 504 Exit Details Report		2408	
	Section 504 Follow Up Report		2407	
•	Section 504 Management Report		2357	
•	Section 504 Meeting Report		2406	
	Section 504 Report		2409	

- e. Select the School or District as appropriate from the drop-down menu by clicking the arrow.
  - You may customize the report by "Section 504 Status" from the drop-down menu by clicking the arrow.

Student Data					Q Student Search	■Welligent	🛛 🗠 Reports 🔒 My Alerts 🕞 Log 🕻	Out
Reports						_	Welcome back, Alva Posada! 🛯 🚱 Sup	port
Section 504		Schedule	Run	Excel	(+) Hot List	Reset	🔋 WellReports Desktop 🔺	曲
Report(2409)						Close	My Report Hotlist	-
Report Engine: Print	Listing						<ul> <li>Iep-Iep Unassigned Assessments Listing</li> </ul>	
Filter	Value						Iep-Unassigned Iep Assessments     Therapy-Caseload Monthly Notes	
School	All Locations				~	l.	Therapy-Caseload Monthly Notes     Therapy-Service Caseload Report	2
District	All Districts		~	j,				*
Section 504 Status				~	•			*

• To generate a report of all students with 504 activities, leave the "Section 504 Status" field blank.

Student Data						QS	Student Search	■Welligent	Reports	A My Alerts	€ Lo	og Out
Reports									Welcome back,	, Alva Posada! 🕻	\$ 0 S	Support
Section 504 Report(2409) Report Engine: Print	Listing	Schedule	Run	Excel	(+) Hot List	Reset	Close	?	WellReports De	sktop	<b>A</b>	Ê
Filter	Value				~			<ul> <li>Iep-Iep</li> <li>Iep-Una</li> <li>Therapy</li> </ul>	Unassigned Assess Issigned Iep Assess -Caseload Monthly	sments Listing sments Notes		141 141
District	All Districts	~	L					🍁 Therapy	-Service Caseload I	Report		2
Section 504 Status	Pending Evaluation Denied		~									*
	Eligible + 504 Plan Eligible - No 504 Plan Ineligible - No Physical or M Ineligible - Has IEP Discharged	lental Impairment										«

f. After selecting the School or District location click "Run."

n Student Data		Q Student Search 🛛 🗮 Welligent	Reports 🔺 My Alerts 🔂 Log Out
Reports			Welcome back, Alva Posada! 🗞 🛛 🛛 Support
Section 504	Schedule Run Excel	(+) Hot List Reset	? WellReports Desktop 🔺 🇰
Report(2409)		Close	My Report Hotlist
Report Engine: Print	Listing		Iep-Iep Unassigned Assessments     Listing
Filter	Value		Iep-Unassigned Iep Assessments     Therapy-Caseload Monthly Notes
School	ARLETA SH	Ŷ	Therapy-Service Caseload Report
	APEX ACADEMY (CHARTER) (8690)	*	
District	APPERSON ST EL ARAGON AVE EL ARARAT (CHARTER) (7757)		+
Section 504 Status	ARLETA SH		*

#### 2. LOCATING THE SECTION 504 STUDENT RECORD

a. Select the "Student Search" tab at the top of the Welligent screen.

	student Data	Q Student Search	≡ Weligent	Let Reports	A My Alects	🖶 Log Out
	A Summary			Welcome ba	ack, Joseph Greenf	C O Support
l	Organization Monsage					

- b. Enter Student ID # in the "Agency ID/Student ID" field (for private school students who have no Student ID, contact Welligent Support).
- c. Click the "Search" button.

Q Student Search			Search	New Student Show All Field	• X
Last Name:	First Name:	Agency ID/Student ID/Welligent ID/ALT IDs:		Global Search:	
Type Last Name	Type First Name	Agency ID/Student ID/Welligent ID/ALT IDs	-		

#### 3. CREATING THE SECTION 504 RECORD FOR THE FIRST TIME

a. In Record Navigator, select "P	Program 504 Listing."
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Student Data					Q Student Search	<b>≡</b> Welligent	Reports	A My Alerts	G Lo	og Out
Summary Sample, Sample ×							Welcome bac	k, Alva Posada!	¢; 0	Support
Student: Sample Sample (I Client ID: FAKE00001/SSII	DOB: 17-Apr-2009) (13 y D:onlytesting	vrs 3 mths) (Grade:03rd) (Sch	ool:Lausd Central Office)					Action	· •	Ê
Record Navigator	504 Program									141 ·
Student Information	Search Criteria									
Alerts	Monting Type:				+ Add 504 0	rogram				2
Assessments	Brogram 504 Status			<b>`</b>						p
Case Management	Program 504 Status.	•		×						
Case Notes	Active Between:		and							<u></u>
Class Enrollment		<b>Q</b> Search								«
📩 Consents	Search Results									
IEP Event Listing	Action 0	Case Manager	Initial Referral Date		Discharge Date	Meeting Date	Statu	s Print		
🎄 Program 504 Listing	-			No data avail	able in table					

- b. Enter the necessary Section 504 details. You will need to enter information into every field that contains an asterisk.
- c. Select "Add 504 Program."

	Student: Sample Samp	ole (DOB: 17-Apr-2009) (13 yrs 3 m	nths) (Grade:03rd) (School:Lausd Central Office	=)				Action -	*
	Client ID: FAKE00001/	SSID:onlytesting 🛕 🖥							*
×.	Joy Hogian								1
•	Search Criteria								
A	Meeting Type:	Initial		~	+ Add 5	)4 Program			2
	Program 504 Status:	Pending		~					
	Active Between:	10-AUG-2022	and 09-AUG-2022	<b>#</b>					×,
1		Q Search							
4	Search Results								
₿	Action	Case Manager	Initial Referral Date		Discharge Date	Meeting Date	Status	Print	
				No data avai	lable in table				
4									
<b>1</b>									
4									

#### d. Select "Save."

	Student: Sample Sample (DOB: 17-Apr-2009) (13 yrs 3 mths) (Grade 03rd) (School Lausd Central Office)												
٠	504 Program Save 🛛 🖄 Save												
4	👗 504 Management 🗳 Student Information												
A	▼ 504 Details									۲			
	Student ID:	FAKE00001		Initial Referral Date: *	18-AUG-2022		Meeting/Plan Date:						
	Meeting Type: *	Initial	~	Program 504 Status: *	Pending	~	504 Case Manager:	Test User3		4			
	Referring Individual:	Mr. Sample		Relationship to Student:	Father								

#### e. You should receive a confirmation. Click "OK."

•	Student Data	welltst.lausd.net says	Search 📃 Welligent 🛃 Reports 🛕 My Alerts 🕻
*	Summary Sample, Sample X	Student successfully enrolled to 504 program	Welcome back, Alva Posada! 🍫
	Student: Sample Sample (DOB: 17-Apr-2009) (13 yrs 3 mths) (G Client ID: FAKE00001/SSID:onlytesting	ОК	Action -
٠	504 Program		🖺 Save 🗶 Close
<b>a</b>	🛔 504 Management	Student Information	

#### 4. NAVIGATING THE SECTION 504 PROGRAM MODULE AND DOCUMENTING SECTION 504 ACTIVITY

a. Select each tab under 504 Program: "Management," "Evaluation," "Meeting," "Follow-Up," and "Services" and proceed through the phases of the Section 504 process and complete the required information.

	Student: Sample 13 E Sample (DOB: 19-Jan-2002) (20 yrs 6 mths) (Grade:Ungraded) (School:Lausd Central Office)  Action  Action												
٠	504 Program							🖺 Save	Close				
4	🛔 Managemer	nt 🔤 📥 🗁	Evaluation	n 📄 🗭	Meeting		Follow-Up	Services					
A	504 Details								٢				
	Student ID:	LAUSD13		Initial Referral Date: *	11-Aug-2022	<b>**</b>	Meeting/Plan Date:						
	Meeting Type: *	Initial	~	Program 504 Status: *	Pending	~	504 Case Manager:	Rsp Administrator1	4				
	Referring Individual:			Relationship to			English Language						
₩ ₩	Local District:			Student's Primary			FAPE Loss: *		~				
٢	Referral Info			Language.					•				
<b>#</b>													
<b>.</b>	Description		Entered	Ву	Received Date		Status						
1	Request for Section 504 E 1)	valuation and Consent (Form					Pending	Add 🕒					
<b>.</b>	Section 504 Parent Proce	dural Safeguards (Form 2)					Pending	View 👁					
							Pending	Add					
	<ul> <li>Attached Documen</li> </ul>	ıts							$\bigcirc$				

b. For example, under the "Management" tab, select "Add" to generate a page so that you may enter data or "View" to view a page previously created.

	Student: Sample 13 E S Client ID: LAUSD13	Sample (DOB: 1	19-Jan-2002) (20 <u>)</u>	yrs 6 mths)	(Grade:Ungraded) (School:	Lausd Central Office)					Action 🗸
٠	504 Program									🖺 Save	Close
4	🛔 Managemer	nt		Evaluation		Meeting		Follow-Up		E Services	
4	<ul> <li>504 Details</li> </ul>										۲
	Student ID:	LAUSD13			Initial Referral Date: *	11-Aug-2022		Meeting/Plan Date:			
	Meeting Type: *	Initial		~	Program 504 Status: *	Pending	~	504 Case Manager:	Rsp /	dministrator1	4
	Referring Individual:				Relationship to Student:			English Language Development Level:			
•	Local District:				Student's Primary Language:			FAPE Loss: *			~
1	Referral Info										⊘
n	Description			Entered F	Rv.	Received Date		Status			
	Request for Section 504 E	valuation and (	Consent (Form	Lincicu	<i>c</i> ,	necerved bate		Pending		Add	
	Section 504 Parent Procee	dural Safeguar	ds (Form 2)					Pending		View 👁 🖣	-

# c. Select the arrows on the right or left to expand each section and complete each page. Use the scroll bar on the right to navigate through the form. Select "Save."

Student: Sample Sam Client ID: FAKE00001.	ent: Sample Sample (DOB: 17-Apr-2009) (13 yrs 3 mths) (Grade:03rd) (School:Lausd Central Office)												
504 Program	Request for Section 504 Evaluation a	and Consent (Form 1)			Collapse	All 🛇 🛛 🗙 Close	🗄 🖺 Save	Close					
🛔 Managem	504 Program - Request for Section 50	🖺 Save	Services										
▼ 504 Details	REQUEST FOR SECTION 504 EVALUE	JATION and CONSENT				<u></u>		O					
Student ID:	ID: Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate, and if eligible provide a free app public education to disabled students. For additional information regarding Section 504, please contact your												
weeding type. •	School's Section 504 Designee:		at (Phone) :										
Referring Individual:	or you may call the District's Educati	onal Equity Compliance	Office at (213) 241	1-7682.									
Local District:	• What is the reason for the request	? (Clarify Student's need	s and area(s) of co	oncern)		٢		~					
Referral Info	<ul> <li>What major life activity is substant below.)</li> </ul>	ially limited? (Check all t	hat apply			⊘	-	0					
Description	Learning	Seeing	(	Bending	Brain Function	1							
Request for Section 504	Reading	Hearing	(	Standing	Reproductive 1	function	v o						
1)		Eating	(	Performing manual ta	asks 🛛 🗌 Circulatory fur	nction							
	Working	Speaking	(	Bowel function	Neurological f	unction							

- d. Follow the same process to proceed through the remaining tabs and complete the Section 504 phases.
- e. To generate Teacher Observation and/or Parent Input forms to distribute, select "Add" then "save."
- f. For the Evaluation phase, multiple forms may be generated for students who have multiple teachers/providers/parents by selecting "Add," then entering and saving the information either during or before the Section 504 meeting.

S	tudent E	Data			Q Student Search	gent 🗠 Reports 🔺 My Al	erts 🕞 Lo				
Su	mmary	Sample, Sample 🗙	Welcome back, Alva Pos	ada! 🕸   🚱 :							
Student: Sample Sample (DOB: 17-Apr-2009) (13 yrs 3 mths) (Grade:03rd) (School:Lausd Central Office) Client ID: FAKE00001/SSID:onlytesting											
	504 Program										
		Management	🗲 Evaluation	👗 Meeting	Follow-Up	E Services					
	► 504	Details			Last Modified: 08/11/20	)22 12:52 pm	٢				
H	Description										
$\left  \right $	٢	Section 504 Parent Input For	m (Form 4)			Add 🖸					
	Section 504 Teacher Observation Form (Form 5)     Add •										

504 Program							🖺 Save	Close
🛓 Management 📂	Evaluation	۵	Meeting	<b>E</b>	Follow-Up		Services	
▶ 504 Details				L	ast Modified: 08/11	/2022 12:52 pr	n	۵
Description	Entered By		Received Date		Status			
Notice of Section 504 Evaluation Meeting (Form 6)					Pending		Add	
Section 504 Evaluation (Form 7)					Pending		Add	
Section 504 Plan (Form 8)					Pending		Add	
Notice of Section 504 Eligibility Determination (Form 9)					Pending		Add	
Pandemic Learning Loss Consideration of Compensatory andor Recoupment Services					Pending		Add	
<ul> <li>504 Meeting notes</li> </ul>								$\odot$

	Student: Sample (DOB: 17-Apr-2009) (13 yrs 3 mths) (Grade:03rd) (School:Lausd Central Office) Client ID: FAKE00001/SSID:onlytesting											
٥	504 Program				🖺 Save Close –							
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	Section E04 Dan Distribution Natice (Distribution Form)			Danding								
	Section 504 Plan Distribution Notice (Distribution Form)			Pending	Add 🕈							
8	Section 504 Complaint Form (Form 10)			Pending	Add							
.#	Section 504 Plan Parent Request to Revoke Consent (Form 11)			Pending	Add 📀							

#### 5. ATTACHING RELEVANT SECTION 504 DOCUMENTS TO THE STUDENT RECORD

- a. In the "Management" tab, select "Attach File."
- b. When the upload window appears, locate the document on your computer. Make sure the document is appropriately labeled.
- c. The file should appear in the "Attached Documents" section.

•	Student Data					۵	Student Search	≡ Welligent	Reports	A My Alerts	•	Lo
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	Student: Sample 13 E S Client ID: LAUSD13	ample (DOB: 19-Jan-2002) (20	yrs 6 mth	s) (Grade:Ungraded) (School:L	ausd Central Office)					Action -		^
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4	Student ID:	LAUSD13		Initial Referral Date: *	11-Aug-2022	<b>#</b>	Meeting/Plan Date	:				
	Meeting Type: *	Initial	~	Program 504 Status: *	Pending	~	504 Case Manager	Rsp	Administrator1	4		
	Referring Individual:			Relationship to Student:			English Language Development Leve	d:				
	Local District:			Student's Primary			FAPE Loss: *			~		
	<ul> <li>Referral Info</li> </ul>			Language.						٢		
<u>њ</u>	Description		Entered	i By	Received Date		Status				1	
	Request for Section 504 E	valuation and Consent (Form					Pending		Add 🕒			
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1							Pending		Add Đ			
#	<ul> <li>Attached Document</li> </ul>	S								٢	_	
	Total Attached Document	is 0							٩	Attach File	]	
	File Name	A Category			l Rv		A Date Unloaded			A		*

#### 6. PRINTING SECTION 504 PAGES

a. Select 504 Program Listing or use the computer back browser to return to the 504 Program Screen.

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•	Student Data						C	<b>Q</b> Student Search 📃 🗮 Wel	ligent 上	🗹 Reports 🛛 🔺 W	Ny Alerts 🕞	Log Out
🐐 Sunnuary Sample, Sample 🗙												0 Support
Student: Sample 5 Sample (POB: 23-Jan-2018) (4 yrs 7 mths) (Grade:04th) (School:Lausd Central Office)												
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A	▼ 504 Details										۲	
	Student ID:	HAMASAKI 1		Initial Referral Date: *	12-Aug-2022		<b>**</b>	Meeting/Plan Date:				F
	Meeting Type: *	Initial	~	Program 504 Status: *	Pending		•	504 Case Manager:	Backu	p 003	4	
	Referring Individual:			Relationship to Student:				English Language Development Level				
4	Local District: los angeles			Student's Primary Langua	ge:			FAPE Loss:			~	, <b>«</b>
٢	<ul> <li>Referral Info</li> </ul>										۲	
<b>.</b>												
4	Description		Entered By		Received Date		Status					
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*	Section 504 Parent Procedur	al Safeguards (Form 2)								View 👁		

- b. To print all documents *required for distribution* (not every page) to the 504 Team/Parents, select the Print icon to the right of the record.
- c. To prepare to print each document by page, select "Program 504 History."
- d. Select + icon to collapse/view a list of documents.

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🔇 New Tab 🍸 CFR  eCFR -	— Code of Fe 📶 ED	Code Database 🛛 🔇 EEOC GUIDANC	: R Σ Percentage Differen	2 Downtown's Favorit	Grandma's Famous	🐤 Welligent Integrate	LAUSD Educators	Tools for Tolerance	e		»
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Student: Sample S Samp Client ID: HAMASAKI 1	ole (DOB: 23-Jan-2018 1/Alt ID:5863807/55:	8) (4 yrs 7 mths) (Grade:04th) (S ID:36863 🎖 🚫	ichool:Lausd Central Office)						A	ction 🕶	Ê
Record Navigator	504 Program										
Student Information	Search Criteria										
Alerts											- 2
Assessments	Meeting Type:			~		+ Add 504 Program			4		
Case Management	Program 504 Statu	IS:		~							<u> </u>
🖹 Case Notes	Active Between:		🛍 and	<b></b>							<b>~</b>
🞓 Class Enrollment		Q Search									«
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🛱 IEP Event Listing	Antion	Case Manager	Initial Deferred Date	Disaba	ran Data	Masting Data	Chattan		Deri		ī
🎄 Program 504 Listing	✓ Acuon	Case Manager		Dischar	ge Date	weeting Date	Status	_	Pri	nı	
n Program History		Васкир 003	25-Aug-2022	NA		NA	Pending	-			
1 Scanned Documents	<ul> <li>Initial</li> </ul>	Mario Munoz	12-Aug-2022	NA		NA	Eligible + 5	04 Plan	Ð		

#### e. A print icon will only show for documents that have been saved or completed.

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6		Student: ! Client ID	Sample S San : HAMASAKI	nple (DOB: 23 1/Alt ID:580	3-Jan-2018) (4 yrs 7 mt 63807/SSID:36863 🏅	'hs) (Grade:04th 🚫	n) (School:Lausd Central Office)									Action -
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1		Document(s)							Status	Created Date Created By		Created By		Modified Date	Last Modified By	
4	I. Management: Request for Section 504 Evaluation and Consent (Form 1)								Completed 25-Aug-		022	VICTORIA BADMUS WELL	INGTON			
	L Management: Section 504 Parent Procedural Safeguards (Form 2) NA NA											NA	NA		NA	

#### 7. LOCKING A SECTION 504 PAGE

a. Lock functionality will come in a later release.