Students with 504 Plans

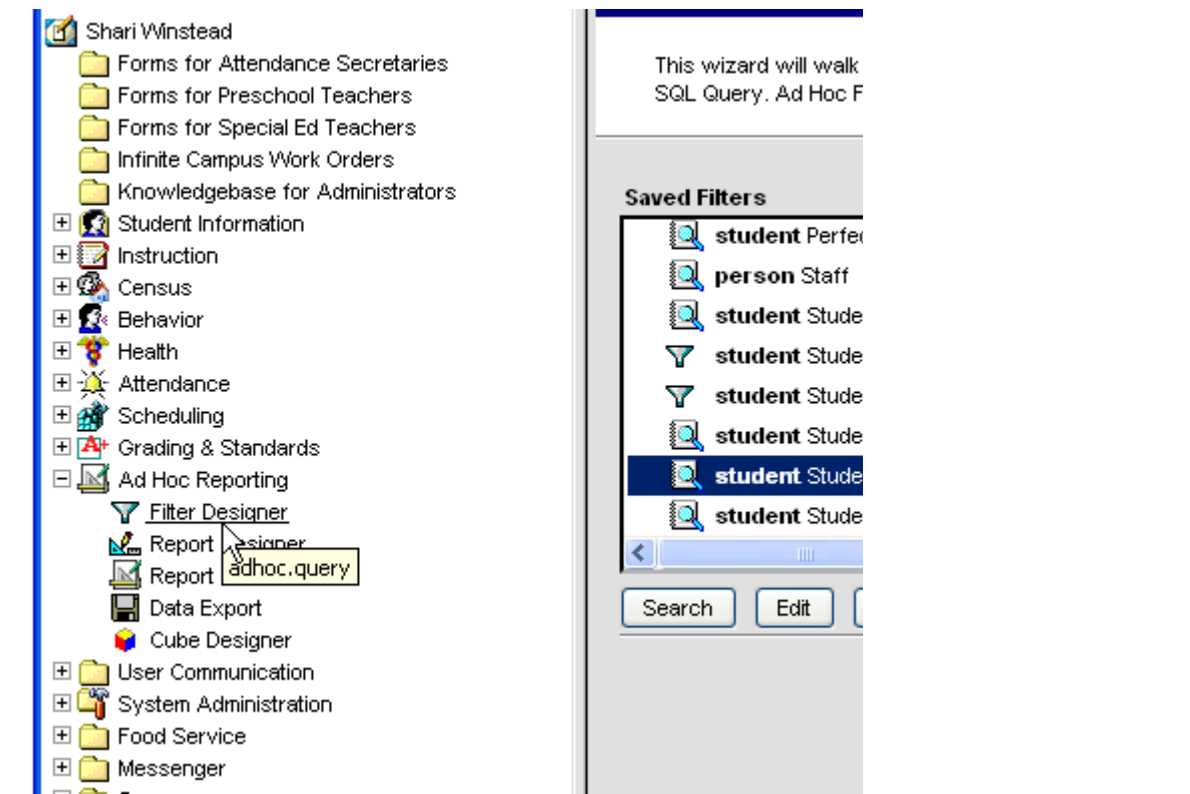The following groups have rights to the "Students with 504 Plans" filter: Attendance, Principals, Elementary Counselors, Middle Counselors, and High School Counselors.

To pull a listing of students with a 504 Plan:

Expand Ad Hoc Reporting > Filter Designer.

Expand the group you belong to (for example, Attendance) in the Saved Filters Box. Select the "Students with 504 Plans" filter, and click the Search button.

To change 504 Plan information for a student:

Search for the student.

Click the Enrollment tab and open the current enrollment.

Under the State Reporting Fields, place a checkmark next to "Program 504".