

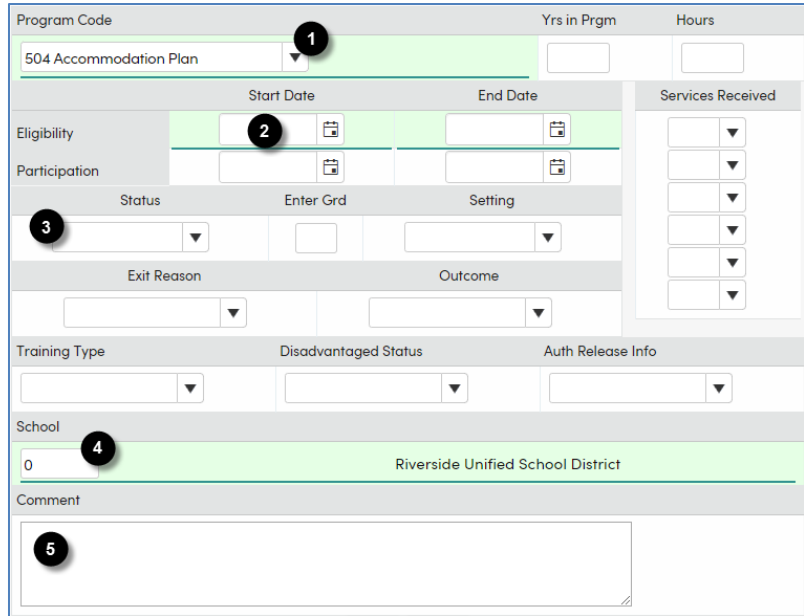
504 Accommodation Participation – Aeries Web

Adding a 504 Program

From the Navigation Tree
Select: **Student**
**Data>Programs>Special
Programs**
Click on **Add New Record**

Initial Review Data Entry

1. **Program Code** 101-
504 Accommodation Plan
2. **Eligibility Start Date**-
Date the 504 plan began
3. **Status** – IR-Initial Review
4. **School** - 0 (RUSD)
5. **Comment** - Add today's date,
your name, your school, and
any other pertinent information



Out of District 504 Data Entry

Follow the same procedures as above, except for:

Eligibility Start Date- Date the 504 plan began in the previous district

Status – OD-Out of District

Comment – In addition to the above information, please add the previous /district school information

Annual Review Data Entry

Do not add a new program record or alter the Start Date, use the current 504 record in Aeries

Comment field - Add the meeting date, your name, your school, and any other necessary meeting information here

Exiting a 504 Student

Do not add a new program record, use the current 504 record in Aeries

Eligibility End Date- Add the 504 plan End Date

Comment – Add the meeting date, your name, your school, and any other necessary meeting information here

504 Tips

- Current 504 students should have one open 504 record in Aeries (One record with a Start Date and no End Date)
- Remove the current **School** number, type 0 and click on Close (Note your school in Comments)
- Ineligible students should have **NO** dates in the date fields
- If a 504 student leaves the district, leave their 504 record open
- Click on the Flag in the upper left corner to Red Flag the table