

The Office for Students with Disabilities (OSD) is posting its Draft 504 Procedural Manual for public comment. The public comment period will last 45 days and will close on June 20, 2025.

OSD is committed to providing our students with disabilities with the supports needed to help them achieve success in the classroom and in life. The 504 Procedural Manual is a detailed resource providing district staff and stakeholders with guidance on how to support our students with disabilities. It was last published in October 2024. OSD appreciates the advocacy of our stakeholders and is grateful for feedback on this Draft 504 Procedural Manual.

Guidance for public comment:

- All comments will be reviewed prior to being finalized and posted publicly on the CPS OSD website. Please allow three to five business days for submitted comments to be reviewed and posted.
- Do not include student personally identifiable information. If such student information is included in the comment, the comment will be reviewed and maintained but will not be posted for public viewing.
- Do not include any of your personally identifiable information in the text of your comment if you do not want it publicly available (e.g., name, address, and phone number).
- CPS reserves the right to review and redact comments it deems offensive or inappropriate. Comments will be redacted if they include defamatory statements; vulgar or threatening language; or confidential information about students, employees, or others.

Among other changes, the Draft 504 Procedural Manual has been updated as indicated below:

Section to Reference	Addition/Change(s) Made
<b>WHOLE DOCUMENT</b>	Updated links, incorporated additional links/resources throughout
<b>INTRODUCTION</b>	Added "Purpose"
<b>ROLES AND RESPONSIBILITIES</b>	Updated language for "Section 504 Coordinator" Added footnote & language for "Parent/Guardian"
<b>EVALUATION PROCESS</b>	Updated language for "Requests for a Section 504 Evaluation"
<b>SECTION 504 MEETING</b>	Moved to "Section 504 Plan"
<b>ELIGIBILITY DETERMINATION</b>	
<b>DEVELOPING SECTION 504 PLAN</b>	Renamed to "Section 504 Plan" Added subheading "Section 504 Meeting" Updated language for "Section 504 Meeting"
<b>ACADEMIC SUPPORT</b>	
<b>RELATED SERVICE PROVIDERS</b>	
<b>HEALTH MEDICAL SUPPORT</b>	
<b>BEHAVIORAL SUPPORTS</b>	
<b>TRANSPORTATION</b>	Updated Transportation Accommodations table
<b>SECTION 504 MEETING NOTES PAGE</b>	
<b>DISCIPLINARY REMOVAL OF STUDENT FROM CURRENT SETTING</b>	Added footnote for "Short-Term Removal"
<b>SECTION 504 PROCEDURAL SAFEGUARDS</b>	
<b>ADDITIONAL GUIDELINES</b>	Added "Medicaid Billing Consent" section
<b>APPENDICES</b>	
<b>OTHER RESOURCES</b>	