District Letter Head

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| Manifestation Determination Review for 504 Eligible Students |

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| **Student Information** | | |
| **Student Name:** | | **Date:** |
| **Date of Birth:** | **District ID:** | **Grade:** |
| **Attending District:** | **Attending School:** | |
| **504 Case Manager:** | **Case Manager Contact:** | |

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| **The 504 Team** | | |
| **Meeting Participants** (list or sign) | | |
| **Name** | **Title** | **Knowledgeable of** (check one) |
|  |  | The student  The evaluation data  The placement |
|  |  | The student  The evaluation data  The placement |
|  |  | The student  The evaluation data  The placement |
|  |  | The student  The evaluation data  The placement |
|  |  | The student  The evaluation data  The placement |

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| **Sources of information for completing Manifestation Determination** (attach copies) | | | | | | | | |
| 🞎 | Functional Behavior Assessment | | 🞎 | | Interviews | | | |
| 🞎 | Assessment/evaluations | | 🞎 | | Direct observation | | | |
| 🞎 | Diagnostic information | | 🞎 | | Information from parents | | | |
| 🞎 | 504 documents | | 🞎 | | Discipline history | | | |
| 🞎 | Incident Report | | 🞎 | | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
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| **Behavior Incident** | | | | | | **Date of Incident:** | | |
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| **Proposed Disciplinary Action** | | | | | | **Date of disciplinary removal:** | | |
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| **Student’s Disability/Impairment** | | | | | | | | |
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| **To determine whether the student’s behavior was directly related to the student’s disability, answer the following questions:** | | | | | | | | |
| 1. Was the conduct in question the direct result of the district not implementing the student’s 504 plan? Explain: | | | | | | | 🞎 Yes | 🞎 No |
| 1. Was the conduct in question caused by or have a direct and substantial relationship to the student’s disability? Explain: | | | | | | | 🞎 Yes | 🞎 No |
|  | | | | | | | | |
| **Determination** | | | | | | | | |
| 🞎 Yes | | The conduct/behavior is a manifestation of the student’s disability.  *Check “yes” if at least one answer to the above questions is “yes”.* | | | | | | |
| 🞎 No | | The conduct/behavior is not a manifestation of the student’s disability.  *Check “no” if both answers to the above questions is “no”.* | | | | | | |
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**Next Steps and Possible Actions**

* **Change the 504 Plan** If the behavior is determined to be a manifestation of the student's disability, the 504 plan should be reviewed and revised to provide additional or modified support(s). This could include adjustments to accommodations, aides, services, or related supports that address the student's specific needs.
* **Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP):** In cases where the behavior is found to be a manifestation of the student's disability, a comprehensive Functional Behavior Assessment (FBA) may be conducted once parental consent is obtained. The FBA aims to identify the underlying factors contributing to the behavior and inform the development of a Behavior Intervention Plan (BIP). The BIP outlines proactive strategies and targeted interventions to address and modify the behavior while promoting positive alternatives.
* **Referral to the evaluation team:** In cases where the MDR or FBA indicates that the student needs specially designed instruction (SDI), the 504 team may determine that an individualized evaluation is warranted and requires a referral to the evaluation team.
* **Disciplinary Actions and Alternative Educational Placements:** If the behavior is determined **not** to be a manifestation of the student's disability, action may be taken in accordance with the school's disciplinary policies and procedures. These actions should be applied equitably and in compliance with applicable laws. While implementing disciplinary measures, it is essential to ensure that the student's educational needs continue to be met. In some cases, consideration may be given to alternative educational placements or interim services to address the student's behavior while maintaining an appropriate learning environment for the student.