504 Form Completion Procedures

To access the blank 504 forms, use your internet browser and access the district web page. Click on the Staff tab, and then the Online Forms tab. Then, click on the 504 Forms option. A list of the available forms will appear. Double click on any form to open the blank copy.

Once you have completed data entry, click on the File tab at the top of the screen, and select the Save As option.
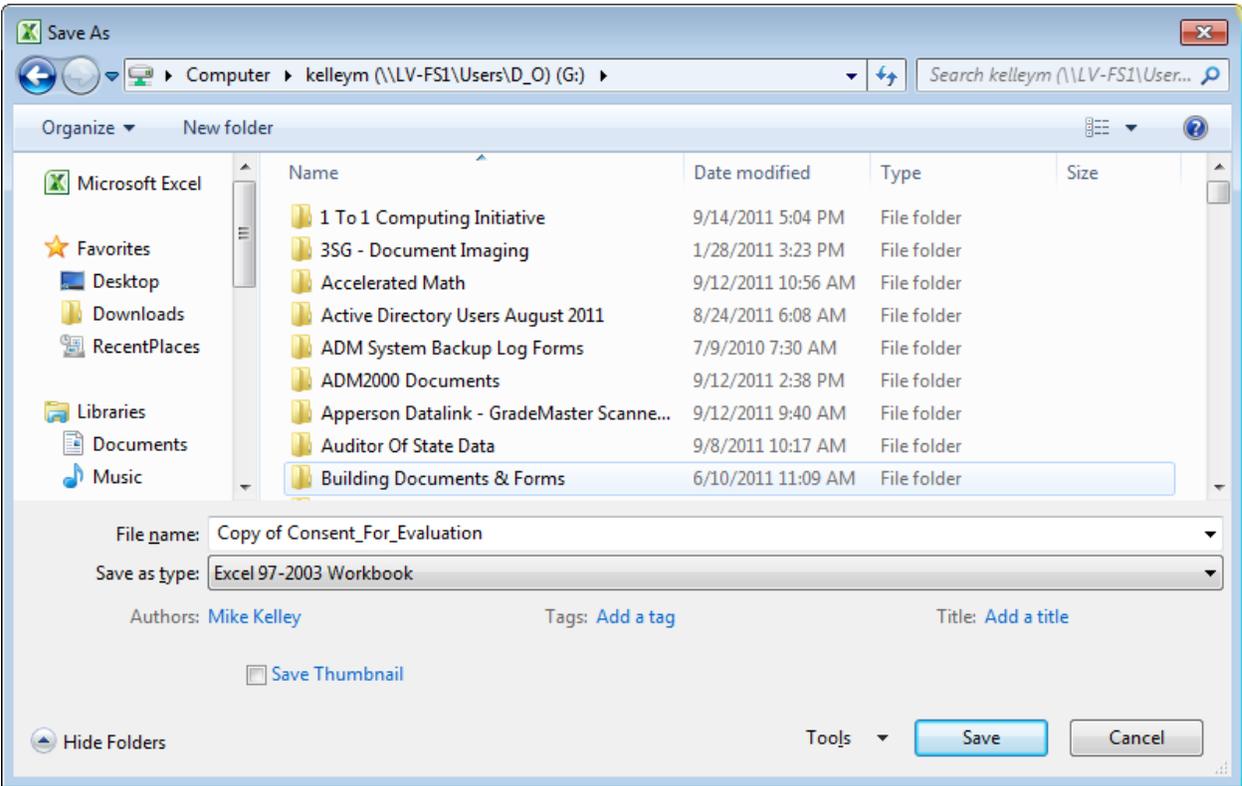
Navigate to the location to which you want to save the document, and give the document a File Name that uniquely identifies the form for the student in question. Then, you can close the form and select another from the web page.

NOTE – If you see something like the screen below when you click on the blank form to open:
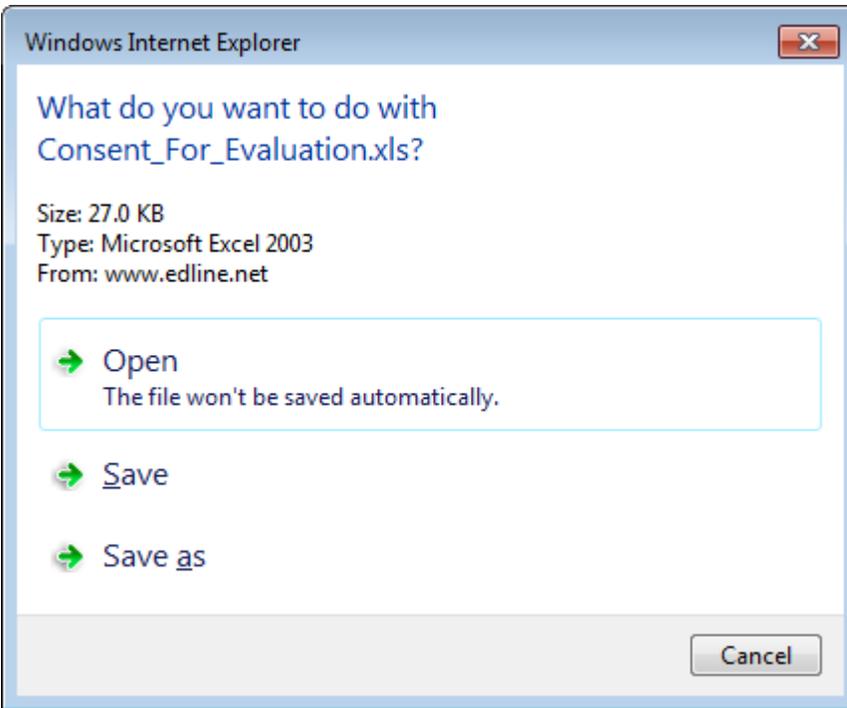
Select the Open option.

PLEASE NOTE: When entering data into text fields on the 504 forms, you can not simply press the Enter key to move to a new line. You must hold the Alt key on your keyboard and press Enter. Also, be cautious when trying to enter special characters in text fields, such as dashes, plus signs, etc.., as these can affect the way the text appears on the screen and when printing your form.