

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