



# Illinois State Board of Education

## 504 Plan

# SIS School Year at a Glance

- **March 3, 2021**
  - First Day of ACCESS Correction Window (No Test Results)
- **March 10, 2021**
  - 504 Plan Submissions due
  - DLM-AA Testing – Earliest Start Date
- **April 13, 2021**
  - SAT Initial Test Date
- **April 13, 14, or 15, 2021**
  - PSAT 8/9 and 10 Initial Test Date
- **April 16, 2021**
  - First Day of SAT/PSAT Correction Window (No Test Results)
- **April 27, 2021 by 4:00 p.m.**
  - EL Data due for the Population of the eGMS Ceiling Calculator



# 504 Plan

3

- 504 Plans are due by April 16, 2021, 4:00 p.m.
- To add or to update a 504 Plan record, the student must have a valid district enrollment record in SIS.
- To add a 504 Plan, the following conditions must be met:
  - Enrollment record Home RCDDT matches 504 Plan record's Home RCDDT
  - Enrollment record School Year matches 504 Plan record's School Year - New
  - Enrollment Exit/Withdrawal Type code does not equal Code 99 Erroneous Enrollment



# 504 Plan

- To add a 504 Plan Record online select Student Enrollment
  - 504 Plan – View Details

The screenshot shows the SIS interface for the Illinois State Board of Education. The user is logged in as 'IBM SIS Test User 4'. The 'Enrollments' tab is active, displaying details for a student with SID 12346789. The student's legal name is TEST. The enrollment is active and for the school year 2022. The enrollment type is 'Re-entry to the same school' for a 6th-grade student, starting on 08/06/2021. The '504 Plan' section is highlighted with a red box, with a 'View Details' link next to it. Other sections include Demographic, Program Indicators, and Services. The bottom of the page features links for Agency Information, Accessibility, Privacy Policy, and Careers at ISBE.

# 504 Plan

## 504 Plan – Add Record

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student (with a dropdown menu including Search, Request New SID, Multiple SID Merge, and Exit Enrollment), Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, and Batch File Processing. The main content area shows the '504 Plan' page for a user named 'IBM SIS Test User 4'. The page includes a 'Back To Enrollment' link and a table of student information:

SID: 123456789	Legal First Name: TEST	Date Of Birth: 09/06/2014	Enrollment Date: 08/06/2021
Legal Last Name: ISBE	Serving RCDTS: 123456789012345	School Year: 2022	Exit Date:
Home RCDTS: 123456789012345			

Below the table, a message states 'No 504 Records for the Enrollment'. A red box highlights the 'Add New' button in the top right corner of the table area. The footer contains links for Agency Information, Accessibility, Privacy Policy, and Careers at ISBE.



# 504 Plan

- Enter 504 Plan Start Date (Mandatory) and 504 Plan End Date (Optional)
  - Then select 'Submit'

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The main content area is titled "504 Plan" and shows a form for a student with the following details:

- SID: 123456789
- Legal Last Name: ISBE
- Legal First Name: TEST
- Date Of Birth: 09/06/2014
- Enrollment Date: 08/06/2021
- Home RCDTS: 123456789012345
- Serving RCDTS: 123456789012345
- School Year: 2022
- Exit Date:

An "Add New" button is visible in the top right corner of the form area. A modal window titled "Add 504 Plan" is open in the center, containing two input fields:

- 504 Plan Start Date: 08/21/2021 (highlighted with a red box)
- 504 Plan End Date: (empty field)

At the bottom of the modal, there are "Close" and "Submit" buttons, with the "Submit" button also highlighted by a red box. The left sidebar contains navigation options such as Home, Student, Assessment, and Teacher. The top right corner includes links for "Helpful Resources" and "Contact Technical Support".



# 504 Plan

- 504 Plan added successfully

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The top navigation bar includes the logo and name of the Illinois State Board of Education, along with links for 'Helpful Resources' and 'Contact Technical Support'. The left sidebar contains a menu with options such as 'Home', 'Student', 'Assessment', and 'Batch File Processing'. The main content area is titled '504 Plan' and shows a form for a student with the following details: SID: 123456789, Legal Last Name: ISBE, Legal First Name: TEST, Date Of Birth: 09/06/2014, Enrollment Date: 08/06/2021, Home RCDTS: 123456789012345, and Serving RCDTS: 123456789012345. A modal window titled 'Add 504 Plan' is open, displaying a success message '504 Plan added successfully.' in a red-bordered box. Below the message are input fields for '504 Plan Start Date' (08/21/2021) and '504 Plan End Date'. The modal also includes 'Close' and 'Submit' buttons. At the bottom of the page, there are links for 'Agency Information', 'Accessibility', 'Privacy Policy', and 'Careers at ISBE'.



# 504 Plan

## 504 Plan Summary

The screenshot shows the SIS interface for a 504 Plan. The header includes the Illinois State Board of Education logo and navigation links for 'Helpful Resources' and 'Contact Technical Support'. The left sidebar contains a menu with options like 'Home', 'Student', 'Assessment', and 'Log Out'. The main content area displays the student's details and a table of 504 Plan records.

**504 Plan Summary**

SID: 123456789      Legal Last Name: ISBE      Legal First Name: TEST      Date Of Birth: 09/06/2014      Enrollment Date: 08/06/2021  
Home RCDTS: 123456789012345      Serving RCDTS: 123456789012345      School Year: 2022      Exit Date:

**\*Note: If you need to add another 504 Plan record please end the current 504 Plan record.**

504 Plan Number	Start Date	End Date	Action
1	08/21/2021		<a href="#">Delete</a> <a href="#">Edit</a>





# 504 Plan

## ■ SIS Reports - 504 Plan

The screenshot shows the SIS Reports interface. The left sidebar contains a navigation menu with 'Reports' highlighted in red. The main content area displays a list of reports under the 'Student' category. The '504 Plan' report is highlighted with a red border. The report list includes columns for the report name, 'Summary', and 'Details'.

Search Reports...		
Student ▾		
Assessment ▾		
Attendance ▾		
Bilingual ▾		
Demographics and Enrollment ▾		
Demographics	Summary	Details
Enrollments	Summary	Details
Current Enrollment vs Previous Enrollment	Summary	
Enrollment Grade Discrepancies	Summary	
Enrollment Anomalies		Details
Enrollment Transfer	Summary	Details
Eligible For Immigrant Education (2007 - 2014)	Summary	Details
Eligible For Immigrant Student Program (2015 and later)	Summary	Details
Student Address	Summary	Details
504 Plan	Summary	Details
Gifted and Accelerated	Summary	Details
Deactivated School Districts (only for deactivated schools)	Summary	Details
Detention Center Enrollment Report		Details
Discipline ▾		



# 504 Plan

- 504 Plan Detail Report

<div style="display: flex; justify-content: space-between;"> <span>Illinois State Board of Education</span> <span>9/26/2021 1:11 pm</span> </div> <div style="text-align: center;"> <b>Student Information System</b>  <b>2021 Student 504 Plan Report</b> </div>														
SIS Home District: 123456789 ISBE SD 101 Selection Criteria: Sorted By: Student ID														
Columns	A	Grade Level	C	Race Code *	E	Private School Indicator	G	FRL/Low Income						
	B	Gender	D	EL	F	IDEA Services								
Student ID	Name	Birth Date	Home RCDTS	Serving RCDTS	Provider RCDTS	Start Date	End Date	A	B	C	D	E	F	G
123456789	TEST, STUDENT	06/15/2001	123456789012345	123456789012345		08/16/2018		10	M	11	N	N	Y	Y
123456789	TEST, STUDENT	11/13/2001	123456789012345	123456789012345		08/16/2018		11	M	16	N	N	N	N
123456789	TEST, STUDENT	05/20/2003	123456789012345	123456789012345		08/16/2018		10	M	16	N	N	N	Y
123456789	TEST, STUDENT	07/05/2005	123456789012345	123456789012345		08/16/2018		7	M	16	N	N	N	N
123456789	TEST, STUDENT	10/27/2006	123456789012345	123456789012345		08/16/2018		6	F	16	N	N	N	Y
123456789	TEST, STUDENT	11/20/2000	123456789012345	123456789012345		08/16/2018		11	F	16	N	N	N	N

