



*Every phase of the 504 process, from referral to printing and distributing a 504 plan is managed, documented, and recorded.*

## 504 Management System

*Realtime's integrated 504 Management System gives you the power to quickly move through the 504 process and generate a 504-action plan with ease. With Realtime, 504 action plan development, meetings, surveys, and service tools are just part of the total package.*

- Our fully integrated 504 Management System tracks and reports all aspects of the action plan.
- Students are assigned 504 coordinators, and districts then use our extensive security system to determine access to individual students, just 504 coordinator, team cases, or all cases.
- 504 coordinators use a student summary screen for quick access to student demographic and contact information. This screen lets the coordinator confirm that a child is in school and where they are at any given moment (student schedule).
- Tasks such as initial 504 and 504 annual reviews and amendments are treated as different events. All documents,

evaluations, surveys, communications, and meeting results are stored within that event and kept as part of the student's historical log.

- Additional events such as changing coordinators and parent conversations/meetings are added to the child's history providing administrators and future coordinators a timeline of the student's history in the 504 process.
- Each event includes an outline that tracks required notices, meetings, and timelines.
- Events are archived, allowing coordinators to look back at previous events and the specific evaluations and documents within them. As students exit the 504 program, they are marked as inactive, but events can still be accessed.
- Documents and evaluations can also be uploaded as PDFs and stored as part of the event or attached to a student's 504.
- As meetings are scheduled, editable invitations to parents are automatically generated along with appropriate forms for each event type. An internal notice or email is sent to the appropriate teachers and staff informing them of the meeting.

[More>](#)

*The integration of the 504 Module with the Realtime Core Student Information System means all student information is kept accurate up to the minute. These elements include student demographic information, contact information, schedule, grades, assignments, nurses' records, bus information, discipline incidents, staff information, reporting, and more.*

- During the implementation of the 504 module, the team will work with Realtime to determine the pieces needed in their District's 504 plan, related services, goals and objectives, modifications, State testing accommodations, etc.
- Electronically sign all official documents using our Sertifi® application.
- An improved Service Provider Log works in tandem with the Service Provider Calendar.
- The Special Ed, 504, I&RS, and RTI interfaces are designed to flow seamlessly with the Student Data page.
- See which staff members have not accessed and/or acknowledged their students' 504s.
- Users can customize their dashboard for a one-stop view of various 504 Summaries, including Related Services.
- Admins have full disclosure and the ability to determine staff access and limitations in Realtime.
- The mass update functionality allows the update of 504 Coordinators, Service Providers, and Testing Accommodations for more than one student at a time—a real time saver.
- Chose default recipients to receive an alert when specific actions occur in Realtime. Included but not limited to:
  - When a student is Initially Referred to the CST
  - When a new IEP is posted
  - When a Special Ed student transfers in or out of the District
  - When a student is declassified

**The system efficiently manages the variety of information and tasks required to create and implement a 504.**

- The system allows multiple segments (timeframes) within a 504. Segments can have different related services, modifications, goals, and objectives. In situations where an IEP spans two grade levels, segments can be used to update the student's time in general ed. as it changes.
- The entire New Jersey Student Learning Standards (NJSLS) are included within the Goals and Objectives section, arranged by grade, allowing the system to suggest goals based on a student's mastery of prior goals. Hundreds of additional goals are provided, including related services (Speech OT, PT & Counseling). Personalized or free type goals may be entered for one-time use by a student or added to the master list. Progress of each goal and objective is entered online and progress reports printed or posted on the Parent Portal.
- Teachers complete recording of student progress toward goals and objectives as required by the District online. Students need not be on the same reporting schedule. Student progress can then be printed as a progress report or viewed online via the Parent Portal.
- Last, but not least is the easy access to our friendly and knowledgeable support staff.

ID	Last	First	Age	HR	Gr.	Location	504 Coordinator	Counselor	Disabilities	504 End Date	Open Events
110026	Abbatiellox	Brandon	27y 7m	105	12	HS	Robin Aiello	Cheryl Clark	Asthma		Initial - 504
130030	Ahn	Alexandria	15y 3m	10	11	HS	Greg Ackermann	Mary Beslow	Depression Diabetes	12/31/16	Initial - 504
888035	Alice	Autumn	16y 6m	10	11	HS	Greg Ackermann	Mary Beslow	Motor Tics/Twitches	01/04/20	Initial - 504
120170	Altunyan	Andrew	25y 10m	12	HS	Greg Ackermann	Cheryl Clark	Depression			Initial - 504
910033	Ameri	Cassandra	26y 4m	12	HS		Cheryl Clark			05/31/15	Annual Review - 504
910047	Apsan	Jared	25y 9m	12	HS		Cheryl Clark	Hearing Loss			Initial - 504
120276	Asbury	Karla	25y 10m	12	HS	Greg Ackermann	Cheryl Clark			05/14/16	504 Upload
120350	Babikian	Jacob	25y 8m	12	HS	Robin Aiello	Paula McGuire	Depression		04/30/12	
130200	Ballingall	Julia	15y 6m	10	11	HS	Greg Ackermann	Mary Beslow		12/31/15	Annual Review - 504
888111	Berzin	Elizabeth	19y 1m	10	11	HS	Greg Ackermann	Mary Beslow		06/30/15	Annual Review - 504
910253	Boyajian	Christine	24y 10m	106	11	HS	Greg Ackermann	Mary Beslow	Depression Hearing Loss		Initial - 504
130840	Carney	Paige	25y 0m	107	11	HS	Greg Ackermann	Mary Beslow		06/30/11	Annual Review - 504
905970	Park	Megan A.	14y 8m	10	11	HS	Robin Aiello	Mary Beslow			Initial - 504
909793	Schmidt	Kevin E.	30y 2m	MD	99	HS	Greg Ackermann	Mary Beslow			Annual Review - 504

Students Found: 14

Open Events Found: 13

