

Entering 504 Information into INOW

- After logging into INOW, select student
- Click **Custom** Tab
 1. In the 504 Section, begin with entering data in the **Date** field. The date entered should be the date referred.
 2. Enter date of meeting under appropriate field: **1st Meeting, 2nd Meeting, 3rd Meeting, and 4th Meeting.** (Information in 1st, 2nd, 3rd, and 4th meeting date boxes will not be used for District reporting, but may be useful tool to assist with school level reporting)
 3. Enter appropriate Accommodations under the **Accommodation** field. There are two boxes for Accommodations, **Accommodation** and **Accommodations**. Each box allows a maximum of 250 characters. A second **Accommodations** field was added to enable additional data to be entered that exceeded the 250 character rule within the first **Accommodation** field.
 4. Enter Tests if applicable within the **Test** field.
 5. Enter date the team met to review current plan under **Current Plan Date**.
 6. Enter Last Reevaluation date under **Date Enrolled**. (This date will be used for District level reporting as well as school level reporting)
 7. Place a check mark next to **Active 504**.
 8. Click any check boxes pertaining to the student:
Seating; Adj Assign; Wk Prog Rep; Study Guides; Pref Seating; Wk Prog Re

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 https://inow.tcboc.org/InformationNOW/Students/Student/Student.UserField.Edit.aspx?Size=1015,720

Summary Main Misc **Custom** Contacts Access Addresses School Enrollment

Tasks
 Print Screen
 Email
 Email History
 Student Locator
 View Households
 Help

Manage
 Attendance
 Counseling
 Discipline
 Fees
 Forms
 Goals Sought
 Grades
 Impact Aid
 Letters
 Organizations

ENROLL SPEC ED: mm/dd/yyyy
 VOC SPEC CODES:
 VOC DROP CODES:
 STATE OF ORGIN:
 DISTRICT OF ORGIN:
 ACTUAL SS:
 IDE ACT
 DEAFBLIND R

504

DATE: mm/dd/yyyy
 1ST MEETING: mm/dd/yyyy
 2ND MEETING: mm/dd/yyyy
 3RD MEETING: mm/dd/yyyy
 4TH MEETING: mm/dd/yyyy
 ACCOMMODATION:
 ACCOMMODATIONS:
 TESTS:
 CURRENT PLAN DATE: mm/dd/yyyy
 DATE ENROLLED: mm/dd/yyyy
 Active 504
 SEATING
 ADJ ASSIGN
 WK PROG REP
 STUDY GUIDES
 PREF SEATING
 WK PROG RE

- Next Click **Misc** Tab
 9. Select "Qualified 504" under the **Section 504 Qualification** field.

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 Requests
 Schedule
 School Programs
 Services
 Standardized Tests
 Textbook
 Transcript

Reports
 Attendance Profile
 Comprehensive Progress

Personal
 Marital Status:
 Religious Affiliation:
 Employer Name:
 Birth Certificate #:
 Birth Certificate Verification #:
 Go Green

Origin/Residency
 Citizenship/Nationality: [More](#)
 Country Of Residency:
 United States Of America
 Residency Status:
 First Year In US as Immigrant:
 Foreign Exchange Student
 Immigrant
 Resides Outside of District
 Homeless
 Homeless Status:

Services
 *Language: English
 Reporting School: B.B. COMER MEMORIAL HIGH SCHOOL
 Primary Exceptionality:
 Section 504 Qualification:
 Qualified 504
 None
 Qualified 504
 Student Has IEP
 Special Education Ext Date:
 Home Schooled
 Eligibility Date:
 IEP Begin Date:
 Reevaluation Date:
 IEP End Date:
 Tuition