

TITLE:	Mandatory Use of the Welligent Section 504 Program Module to Conduct All Section 504 Activities	ROUTING Local Districts Administrators of Operations
NUMBER:	REF-6241.3	Principals Administrators
ISSUER:	David Holmquist, General Counsel Office of the General Counsel Julie Hall-Panameño, Director Educational Equity Compliance Office	School Counselors School Nurses Section 504 Designees Section 504 Case Managers MCD Clerks (Senior Office Techs & Office Techs -
DATE:	October 17, 2017	assigned to special education and Section 504 duties) Teachers

PURPOSE: The purpose of this reference guide is to inform all District personnel of the requirement to use the Welligent Management System's Section 504 Program module for all Section 504 activities.

As of July 1, 2014, the Welligent Section 504 Program module replaced the Student Information System (SIS) database as the official source for maintaining, updating, and managing Section 504 data. This reference guide outlines procedures and instructions for Section 504 Designees, Case Managers, and Modified Consent Decree (MCD) Clerks (Senior Office Technicians and Office Technicians assigned to special education and Section 504 duties) to follow when conducting Section 504 activities and updating all current students' Section 504 details and documents in the Welligent System.

MAJOR CHANGES

- CHANGES: This reference guide replaces REF-6241.2. All Section 504 forms must be developed and saved within the Welligent system. Upon completion of each Section 504 evaluation, a complete set of Section 504 documents, including supplemental pages and forms with signatures, must be uploaded and attached to each student's Section 504 record. Welligent 8 now has exclusive compatibility with Internet Explorer and Safari browsers. Screen shots and instructions for developing, revising, and saving forms within the Welligent 8 System.
- **BACKGROUND:** Section 504 of the Rehabilitation Act of 1973 (Section 504) is a civil rights law that prohibits discrimination/harassment on the basis of disability in any program or activity receiving federal financial assistance. The District has specific responsibilities related to the provision of a "free appropriate public education" (FAPE) to school age individuals with disabilities under Section 504 and the Individuals with Disabilities Education Act (IDEA).



BACKGROUND (continued):	As a result of the Americans with Disabilities Act Amendments Act (ADAAA) there is a broader application of the definition of disability under the Americans with Disabilities Act (ADA) and Section 504. The new law eliminated the consideration of ameliorative effects of mitigating measures when determining whether a student has a disability, though they remain relevant when evaluating students' needs for accommodations/services. As a result, more students may be eligible for Section 504 nondiscrimination protections whether or not they currently need Section 504 plan accommodations/services.
	The Los Angeles Unified School District currently utilizes a web based student data management system and record archive referred to as the Welligent Individualized Education Program (IEP) Management System to provide access to students' records under IDEA. The Welligent Management System continues to evolve in order to provide increased access to and maintenance of students' educational records, including, but not limited to, special education and Section 504 records.
	During the 2013-2014 school year, the Welligent Section 504 Program module was developed to provide increased access to students' Section 504 records. School personnel are required to use the Welligent Section 504 Program module when conducting Section 504 activities regarding referral, evaluation, plan development, and follow up, in order to more effectively serve, monitor, and track students with disabilities under Section 504. The Welligent Section 504

PROCEDURES: I. LAUSD Section 504 Designees, Case Managers, and Modified Consent Decree Clerks who do not currently have an active Welligent account should complete the following steps before attempting to access the Welligent Management System Section 504 Program module:

I. Management; II. Evaluation; III. Meeting; and IV. Follow Up.

A. Activate their account by visiting the <u>Welligent Support Unit</u> at <u>https://idmlogin.lausd.net/myprofile/</u>

Program module presents the Section 504 process as a sequence of four phases:

- B. Review *Welligent Support Technical Guide* (Attachment A) regarding minimum requirements for Windows and Macintosh operating systems to improve user functionality.
 - <u>Internet Explorer</u> is the required browser for PC users when accessing the Welligent Section 504 Program Module;
 - Safari is required for Macintosh users; however, use of a Macintosh may limit functionality; and
 - *Firefox, Chrome and Windows Edge* are not compatible browsers; therefore, a loss of functionality would result.
- II. Section 504 Designees, Case Managers, and MCD Clerks should identify students currently eligible under Section 504 at their school by following instructions outlined in the *Welligent Section 504 Program Module Quick Sheet* (Attachment B: #12) to generate a Welligent Section 504 Report.



PROCEDURES (continued):		Review the report for accuracy and update the information in the Welligent Section 504 Program module "Section 504 Details" as necessary.
	A.	Locate the most current Section 504 Plan for each student.
		 All current Section 504 documents with signatures and supplemental pages should be scanned and uploaded as an attachment to the student's Welligent Section 504 record immediately upon completion of the Section 504 evaluation. If the Section 504 Plan cannot be located in the student's cumulative record folder or Welligent, follow procedures in the most current <i>BUL-4692</i>. Section 504 of the Rehabilitation Act of 1973, to conduct a Section 504 re-evaluation using the Welligent Section 504 Program module as outlined in Section III of this reference guide.
	B.	Conduct a student record search in Welligent to determine if a Section 504 record has been previously created by following instructions outlined in the <i>Welligent Section 504 Program Module Quick Sheet</i> (Attachment B).
		 If a record has been created, review Section 504 Details and update if necessary. a. Review Welligent Section 504 documents to determine if they are complete and delete any duplication (Attachment B: #9). b. If no documents can be located, check to see if the records were previously scanned and attached (Attachment B: #7). If there is no Section 504 student record in the Welligent Section 504 Program module for a student who has a Section 504 plan in the cumulative record, proceed to step C below.
		C. Create a Section 504 record in the Welligent Section 504 Program module for each student following the procedures outlined in <i>Welligent Section 504 Program Module Quick Sheet</i> (Attachment B).
		 Update/enter Section 504 details (Attachment B: #5). Scan and/or attach relevant Section 504 plan documents to the student record (Attachment B: #7).
	III.	All documents for future Section 504 initial evaluations, re-evaluations, and manifestation determinations shall be developed and saved within the Welligent Section 504 Program module following the instructions outlined in the <i>Welligent Section 504 Program Module Quick Sheet</i>
	IV.	(Attachment B: #3-7). Upon accessing the Welligent Management System, follow instructions



PROCEDURES (continued):	outlined in Attachment B when conducting the following activities as necessary:
	 Locating a Student Record/Student Record Search Locating the Section 504 Student Record Creating the Section 504 Record for the First Time Editing the Section 504 Student Record Updating Section 504 Details and Creating Forms Creating Forms for a Re-Evaluation Attaching Relevant Section 504 Documents to the Student Record Receiving System Alerts Deleting a Section 504 Form Locking a Section 504 Report
	 V. Welligent Section 504 Program module users may utilize the following options for additional assistance: A. MyPLN Training – "Welligent Section 504 Self-Guided Lab" Online training in a computer lab format with step-by-step instructions on generating Section 504 reports, creating records, and
	 updating Section 504 details in the Welligent Section 504 Program Module. B. Learning Zone Training – "Special Education and Section 504 MCD Clerk Training" Outlines procedures, specific roles, and responsibilities of clerical staff assigned special education and Section 504 tasks as required by
	 the MCD <u>https://lz.lausd.net/lz/index.jsp</u>. C. Learning Zone Training – "Section 504 Procedures" Outlines the four phases of the Section 504 process <u>https://lz.lausd.net/lz/index.jsp</u>.
AUTHORITY:	This is a policy of the Superintendent of Schools.
RELATED RESOURCES:	BUL-4692. Section 504 of the Rehabilitation Act of 1973, issued by the Office of the General Counsel

REF-5640. Clerical Support for Special Education and Section 504 as Required by the Modified Consent Decree, issued by the Division of Special Education



LOS ANGELES UNIFIED SCHOOL DISTRICT Reference Guide

ASSISTANCE: For further information, contact the following District Offices:

Educational Equity Compliance Office (EECO): (213) 241-7682 Visit the EECO website for related information: http://achieve.lausd.net/eeco

District Nursing Services: (213) 202-7580

Your Local District Operations/Section 504 Designee

Information Technology (ITD) Help Desk (213) 241-5200 https://lausd-myit.onbmc.com

ATTACHMENTS: Attachment A - Welligent Support Technical Guide Attachment B - Welligent Section 504 Program Module Quick Sheet

Welligent Support TECHNICAL GUIDE

Phone: (213) 241-4174 Live Chat: http://helpdesk.lausd.net

Attachment A

Minimum Requirements for Windows & Macintosh Computers

Welligent Supported Operating Systems and Browser Versions

OPERATING SYSTEM (OS)

BROWSER

Windows 7 or higher Mac OS

BROMSER
Internet Explorer 11
Safari 6.x or higher

NON-COMPATIBLE BROWSERS: Mozilla Firefox, Google Chrome and Windows Edge

WINDOWS				
Display Internet Explorer Me	enu Bar Allows you t	o follow the	e settings instructions listed below	
 Open Internet Explorer Top right of screen, right-click on a bla display pop-up menu (Fig.1) Click on Menu Bar to activate (Fig.1) The Menu Bar displays at top left (Fig.2) 	nk area of the Title Bar to)	{Fig.1} {Fig.2}	Right Click here	
Clear Compatibility View Set	tinas Required for Vers	sion 8		
 Open Internet Explorer From the Menu Bar click on Tools, click If lausd.net is displayed under Websites it needs to be removed: 1. Click on laus 2. Click on the Remove the checkboxes next to Display & Use Microsft compatibility list Ensure that the settings are blank as sh Click on Close 	Compatibility View Settings you've added to Compatibili ad.net and it will highlight in I Remove button on the right r intranet sites in Compatibilit own in (<i>Fig.3</i>)	{Fig.3} ty View, blue ty View	Compatibility View Settings Change Compatibility View Settings Add this website: Add Websites you've added to Compatibility View: Display intranet sites in Compatibility View Use Microsoft compatibility lists Learn more by reading the Internet Explorer privacy statement	
Temporary Internet File Sett	ings Refreshes the we	b page to t	he current information	
 Open Internet Explorer On the Tools menu, click Internet Optic On the General tab, under Browsing His the Settings button (<i>Fig. 4</i>) Under "Check for newer versions of stored pages:" Select Every time I visit the webpage (Fig.5) Disk space to use should be set to 250 MB (Fig.5) Click on OK, and Ok to close screen 	Ins tory, click on {Fig.5} Temporary Internet Files History Caches Internet Explorer stores copies of webpage for faster viewing later. Check for newer versions of stored pages: Check for newer versions of stored pages: Every time I visit the webpage Every time I start Internet Explorer Automatically Never Disk space to use (8-1024MB) (Recommended: 50-250MB)	{Fig.4}	Internet Options	
Pop-up Blocker Turn off the	Pop-up blocker for the W	elligent web	bsite	
 Select Pop-up Blocker Click on Pop-up Blocker Settings Type: https://welligent.lausd.net under of website to allow (<i>Fig.6</i>) Click the Add button (<i>Fig.6</i>) Click on Close 	address	Excep Addr https	tions Pop-ups are currently blocked. You can allow pop-ups from specific websites by adding the site to the list below. ess of website to allow: ://welligent.lausd.net Add	

Welligent Support TECHNICAL GUIDE

Minimum Requirements for Windows & Macintosh Computers

WINDOWS			
Adjust Printing Print IEP documents on one sheet			
Open Internet Explorer Fig.7	7} Page Setup		
 On the File menu, click Page Setup Reset all Margins to 0.25 inches (Fig. 7) Check the box next to Enable Shrink-to-Fit (Fig. 7) 	Page Size: Letter V Right: 0.25 0 Potrait Landscape		
 Under Headers and Footers, change all fields to Empty (Fig. 7) Click on OK 	Print Background Colors and Images Print Background Colors and Images Determine Colors and Images Bottom: 0.25 Headers and Footers		
*NOTE: Some printing problems may be resolved by downloading the latest Postscript (PS) printer driver from the printer's company website and reinstall the driver.	Header: Footer: [-Empty- -Empty- [-Empty- -Empty- [-Empty- -Empty-		
Adjust Screen Resolution Change the appearance of your display	/		
 On the desktop, right-click on an empty space Click on Screen Resolution Change Resolution to the (recommended) setting <u>depending on the monitor</u> Click Apply, and then click OK 	Display: 1. HP E190i Resolution: 1280 × 1024 (recommended)		
Clear Cookies and Temporary Internet Files Clear copies	of web pages visited (Repeat as needed for maintenance.)		
 Open Internet Explorer Open Internet Explorer On the Tools menu, click Internet Options On the General tab under Browsing History, Click on the Delete button (<i>Fig. 8</i>) Select the check boxes next to:Temporary Internet files, Cookies & History (<i>Fig.</i>) Click the Delete button at the bottom Click on OK Preserve Favorites website data	g.8; (g.8; (g.9; (g.9; <		
MAC			
Pop-up Blocker Turn off the Pop-up blocker for the Welligent we	bsite		
 Top left of the screen, click on Safari menu {Fig.10 Click on Preferences Click on the Security icon found at the top of the row (Fig.10) Under Web content, uncheck Block Pop-up windows it should not have a checkmark in front of the choice (Fig.10) Top left, click on the Red button to close window 	Security Security Security Security Privacy Notifications Extension Fraudulent sites: Warn when visiting a fraud Web content: Fnable JavaScript Block pop-up windows Value Web[d] Web[d] :		
Clear Cookies and Website Data Clear copies of web page	s visited (Repeat as needed for maintenance.)		
 Click on Safari menu, click on Preferences {Fig.11} Click on the Privacy icon found at the top of the row (Fig.11) Click on Manage Website Data (Fig.11) 	General Tabs AutoFill Passwords Search Security Privacy Cockies and website data:		
 Once Website Data loads, click on Remove All button Click on Remove now button Click on the Done button Top left, click on the Red button to close window 	Allow from current website only Allow from websites I visit Always allow Manage Website Data		

Opening a PDF form in Welligent

When opening a PDF form, ensure the top section of the form displays a purple bar and states *"Please fill out the following form....."*.



If the form displays a yellow bar at the top, click on **Options** and select **"Add Host To Privileged Locations"**. This will change

the yellow bar to purple and allow the student data to pre---populate.

8	P 🖶		Q 🗇 4 1 / 3 🕨 🖑 🕞 🕀 124% 🔹 🚼 💭 🎔	(?)	Sign In			
() Dat	ta from this	site is blo	cked to avoid potential security risks. If you trust this document, add the host "welligent.lausd.net" to Privileged Locations (in Enhanced Security preferences) to	o receive data. Opti	ons + Help			
¢				Save	Form			
口 ④	LOS ANGELES UNIFIED SCHOOL DISTRICT @ Educational Equity Compliance Office							
Q	REQUEST FOR SECTION 504 EVALUATION and CONSENT							
E-Form	ıs Editor - S	ample, Sa	mple Se	end Form Sign For	n Close			
1 - Created/Edit E-Form 2 - Review and Approval								
🖺 ሱ) 🖶	\bowtie	Q 🗇 🕘 1 / 3 🖡 🖑 🖨 🕂 124% 🕶 拱 🚰 🐺	?	Sign In			
Data from this site is blocked to avoid potential security risks. If you trust this document, add the host "welligent.lausd.net" to Privileged Locations (in Enhanced Security preferences) to receive data. Options • Help								
ф Д			LOS ANGELES UNIFIED SCHOOL DISTRICT	rust this document one add host to Privileged L	time only ocations			



If PDF forms do not pre---populate with student information, follow the steps provided below to adjust your Adobe Reader settings.

Install the latest version of Adobe Reader

- 1. Open Internet Explorer
- 2. In the address bar type "<u>www.adobe.com/downloads</u>" and press enter.
- 3. At the bottom, under Downloads, Click Adobe Acrobat Reader DC
- 4. Uncheck any optional Offers and Click Install now
- 5. Click Run
- 6. Click Next
- 7. Once finished, click Finish

Sign Form Close

Welligent Technical Requirements: PDF Forms

Attachment A

Adobe Reader Settings for Internet Explorer users

"Add Host To Privileged Locations" can	Commenting	Enable Protected Mode at startup Create Protected Mode log file View log
be verified in Adobe Reader.	Documents Full Screen General Page Display	Protected View
1. Open Adobe Reader	3D & Multimedia	E-based County
2. Click Edit	Accessibility Adobe Online Services	Ennanced Security
3. Click Preferences	Email Accounts	✓ Enable Enhanced Security □ Cross domain log file View
4. Click Security (Enhanced)	Forms Identity Internet	Privileged Locations If your workflows are negatively impacted by security settings, use Privileged Locations to
5. Ensure welligent.lausd.net is	JavaScript	selectively trust files, folders, and hosts to bypass those security setting restrictions.
listed as one of the Trusted Sites.	Language Measuring (2D) Measuring (3D) Measuring (Geo) Multimedia (legacy) Multimedia Trust (legacy) Reading Reviewing Search Security Sec	Privileged Locations allows you to work securely while granting trust to items in your workflow. Automatically trust documents with valid certification Image: Automatically trust sites from my Win OS gecurity zones Image: Welltst.lausd.net welligent.lausd.net
		Add File Add Folder Path Add <u>H</u> ost Remove

Internet Explorer settings can be verified in Adobe Reader.

- 1. Open Adobe Reader
- 2. Click Edit

2

- 3. Click Preferences
- 4. Click Internet
- 5. Ensure all three checkboxes are checked.

3D & Multimedia
Accessibility
Adobe Online Services
Email Accounts
Forms
Identity
Internet
JavaScript
Language
Measuring (2D)
Measuring (3D)

How to set up your browser to use Adobe products to view PDF documents
☑ Display in <u>R</u> ead Mode by default
✓ <u>A</u> llow fast web view ✓ Allow <u>speculative</u> downloading in the background
Internet Options
Connection speed: 56 Kbps

Welligent Technical Requirements: PDF Forms

Enable Adobe PDF Plug---ins in Internet Explorer

Enable Plugins

- 1. Open Internet Explorer
- 2. Click Tools
- 3. Click Internet Options
- 4. Click Programs
- 5. Click Manage Add---Ons
- 6. Click Toolbars and Extensions and enable all Adobe application add---ons



View and manage your Internet Explorer add-ons

Add-on Types	Name	Publisher	Status	Archite
👸 Toolbars and Extensions	Adobe Systems Incorporated			
Search Providers	Shockwave Flash Object	Adobe Systems Incorporated	Enabled	32-bit
Accelerators	Adobe Systems, Incorporated			
	Adobe Acrobat Create PDF Toolbar	Adobe Systems, Incorporated	Enabled	32-bit
V Tracking Protection	Adobe Acrobat Create PDF Toolbar Helper	Adobe Systems, Incorporated	Enabled	32-bit
Spelling Correction	Adobe Acrobat Create PDF from Selection	Adobe Systems, Incorporated	Enabled	32-bit
	Google Inc			
	Google Toolbar	Google Inc	Disabled	32-bit
	Google Toolbar Helper	Google Inc	Disabled	32-bit
	Microsoft Corporation			
	Groove GFS Browser Helper	Microsoft Corporation	Disabled	32-bit
	Office Document Cache Handler	Microsoft Corporation	Enabled	32-bit
Show:	Groove Folder Synchronization	Microsoft Corporation	Disabled	32-bit
Currently loaded add-ons	• • • • • • • • • • • • • • • • • • • •	11	-	

Select an add-on to modify status or view details.

3

Attachment A

X

For Safari users (version 7 and below), Reset Safari Settings

MAC:

- 1. Open Safari
- 2. Click Safari
- 3. Click Reset Safari
- 4. Check all checkboxes then click Reset

Windows:

4

- 1. Open Safari
- 2. Click Safari Settings
- 3. Click Reset Safari
- 4. Check all checkboxes then click Reset

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😔 🎞 🎹 Apple	Yahoo! Google Maps YouTube Wikipedia	News (163) 🔻 Po	Customize Toolbar	_
En Español	In	side LAUSD S	Show Menu Bar Hide Bookmarks Bar Show Tab Bar Show Status Bar	Ctrl+Shift+B Ctrl+Shift+T Ctrl+/
	Are you sure you want to reset Safari? Select the items you want to reset, and then click can't undo this operation.	Reset. You	Show Reading List Enter Full Screen	Ctrl+Shift+L F11
H	 Clear history Reset Top Sites Remove all webpage preview images Clear the Downloads window 	C	History Downloads Private Browsing	Ctrl+H Ctrl+Alt+L
XZS	 Remove all website icons Remove saved names and passwords Remove other AutoFill form text 		Reset Safari Reset Safari Block Pop-Up Windows Preferences	Ctrl+Shift+K Ctrl+,
	 Close all Safari windows Reset all location warnings Remove all website data 		Help Report Bugs to Apple	F1
?	Reset	Cancel	Safari Extensions About Safari	

Welligent Technical Requirements: PDF Forms 10/6/2017 REF-6241.3 Office of the General Counsel; Date: 10/17/2017

Welligent Technical Requirements: PDF Forms

Attachment A

For Safari users (version 8 and above), adjust Safari Settings

MAC:

- 1. Open Safari
- 2. Click Safari Settings
- 3. Click Preferences
- 4. Click Security
- 5. Check the box next to Allow Plug---Ins
- 6. Click Website Settings next to Allow Plug---Ins

	Securi	ty		
		P 5	-ÖF	
General Tabs AutoFill Passwords Search	h Security Privacy	Notifications Extensions	Advanced	
Eraudulant sites:	Warn when visi	iting a fraudulant works	ito	
Fraudulent sites.	The Google	Safe Browsing Service is u	inavailable.	
	No updates	have occurred in 1 day.		
Web content:	Enable JavaSc	ript		
	Block pop-up	windows		
	✓ Allow WebGL	Website Settings		
Internet plug-inc		Wabsita Sattings		0
internet plug-ins.	Allow Plug-Ins	website Settings		•

- 7. Click Adobe Reader
- 8. Select Welligent url (welligent.lausd.net)
- 9. Select Allow Always

5

Adobe Reader Version 11.0.10	Adobe Reader	
Citrix Receiver Plug-in Version 11.7.2	Allow websites to use this plug-in with the set	tings below:
QuickTime	Currently Open Websites	
Version 7.7.3	📀 welligent.lausd.net	Allow Always 🔺 🗘
SharePoint Browser Plug-in Version 14.4.7		
Silverlight Version 5.1.30514.0		
	Adobe Reader" does not support the highest plug-ins.	level of security for Safari
	. .	level of security for Safari cess your personal documents

FREQUENTLY USED FEATURES I.

LOCATING A STUDENT RECORD/STUDENT RECORD SEARCH 1.

a. Select the "Student Search" tab at the top of the Welligent screen

		1a	а.	,							
•	Student Da	ta	Q Stud	ent Search	≡ Welligent	Reports	A My Alerts	ۥ Lo	g Out		
*	Summary Welcome back, Victoria Badmus Wellington 1 🕫 🛛										
	Organization Message										
		Date District Received Parent Signature							*		
	25	Effective Monday, September 11, 2017, the language on the IEP Meeting screen will change from 'Parent Signature Date' users to follow a few additional steps, so that the most accurate information is displayed on the IEP Meeting screen and or	to 'Date n Page 1	District Rece 0 of the IEP	eived Parent Sig in Welligent.	nature'. This ch	ange will require				
		A Reference Guide is forthcoming. Until its publication, please follow the directions outlined in the following link: Date District	ct Received	Parent Signatu	<u>ire</u>				1.0		
C	lear You	r Cache Before Using Version 8							<u> </u>		
Р	C Users:								1		

- b. Enter Student* ID # in the "Agency ID/Client ID" field
 - If Student ID is unknown, enter
 - 1. "Last Name"
 - 2. "First Name"
- c. Click "Show All Fields" if you need to enter more information such as
 - 1. Date of Birth in the "DOB" field
 - 2. School of attendance in "Location" field

			1b.	1c.
Student D	Q Student Search		Search	New Student Show All Fields at Log Out
- Sommary	Last Name:	First Name:	Agency ID/Client ID:	Global Search:
	fype Last Name	Type First Name	Agency ID/Client ID	
1	Effective Monday, September 11, 201 users to follow a few additional steps	17, the language on the IEP Meeting screen will change from "Para so that the most accurate information is displayed on the IEP Me	ent Signature Date' to 'Date District Receive eeting screen and on Page 10 of the IEP in	ed Parent Signature". This change will require Welligent.
Clear You	A Reference Guide is forthcoming. Un	till its publication, please follow the directions outlined in the follo Version 8	wing link: <u>Date District Received Parent Signature</u>	L
PC Users:	ar eache berore obling	Version o		1

d. Click the "Search" button at the top right hand side of the screen

nmary							
	Last Name:		First Name:			Agency ID/Client ID:	Global Search:
	Type Last Name		Type First Na	mé		Agency ID/Client ID	
	Location:		Location Grouping:		Alt ID:	SSN:	Date of Birth:
7	LAUSD CENTRAL OFFICE			*		Type SSN	
n.	Status:	Type of Record		Program:		Other Name/AKA:	Teacher:
r Yo	Active Students *						
ers:		Grade:		Gender:			
pen Int							

L

Attachment B

*Based on the student information entered, one of the two following screens should appear:

If <u>Student ID number</u> is entered, select "Program History":

Student Data						Q Student Search	🗏 Welligent 🔛 Repo	orts 🔺 My Alerts	🕞 Log Out
Summary Sample, Sam	ple 🗙						Welcome back, Vict	oria Badmus Wellington!	os O Support
Student: Sample Sa Client ID: LOS FELIZ	mple (DOB: 01-Aug-2005) (Grade: 1 🚦 🚫	09th) (School:Lausd Central Ol	fice)					Action	
Record Navigator				»	🗑 Schedule t	for Sep 14, 2017			»
Student Information	Date Due	Activity	Detail		Time	Provider	Description	Status	×
A Alerts	Click HE	RE to view a list of reminders for Sa	imple Sample.			Sample Sample has n	o appointments or events schedu	led for today.	2
Assessments									
Case Management	A Recent or Pending Lab	Tests		*					_
Case Notes									*
A Consents									*
DIEP Event Listing									
Program History									
A Services									

If the student's name is entered, locate the student record below and select "Edit":

Student	t De	Q St	udent S	earch										Search	New Student	Hide Fields		Log Out
Stud	ient	Last N	lame:					First Name	e:				Agency	D/Client ID:	Gl	obal Search:		T m
Clier	ntil	samp	de .					sample					Agency	ID/Client ID			bon-	
OR	21221	Locati	on:				Locatio	n Grouping:			Alt ID:		SSN:		Date of Bir	th:		
La ne	21311	LAU	JSD CENT	RAL OFFIC	E	¥							Type 55	N			M.	8
	Dat	Status	R.			Type of Record				Program:			Other N	ame/AKA:	Teacher:			110
		Act	ive Stude	nts					۲.			•						
L to.						Grade:				Gender:								8
A Re	scen											•						*
	l	Edit	Info	Alert	Stud	dent		DOB	10		Grade			Location		Status	1	
				Ø	Sam	ple, Sample L		02-May-2010	. W	177798	04th			Private School	Office (1536)	Active		
		1		\odot	Sam	ple, Sample		07-Sep-2003	5	MPLE123	07th			Lausd Central	Office	Active		
		1		10	Sam	ple, Sample		01-Aug-2005	L	DS FELIZ1	09th			Lausd Central	Office	Inactive		
				10	Sam	ple, Sample		23-Jan-2008	н	AMASAKI 1	04th			Lausd Central	Office	Active		

2. LOCATING THE SECTION 504 STUDENT RECORD

a. Select "Program History" in the Record Navigator or the 🔅 icon

Student Data						Q Student Search	■ Welligent	🛃 Reports	A My Alerts	0 L
Summary Sample, Samp	ble ¥						Welcom	e back, Victoria B	admus Wellington!	o; 0
Student: Sample San Client ID: LOS FELIZ1	nple (DOB: 01-Aug-2005) (Grade:	09th) (School:Lausd Central Ol	ffice)						Action	-
Record Navigator	A Reminders			»	Schedule f	or Sep 14, 2017				»
Student Information	Date Due	Activity	Detail		Time	Provider	Description	1	Status	
A Alerts	Click HE	RE to view a list of reminders for Sa	ample Sample.			Sample Sample has no	appointments or ev	ents scheduled for	today.	
Assessments										
Case Management	A Recent or Pending Lab	o Tests		»						
Case Notes										
Consents										
IEP Event Listing										
Regram History										
A Services	12									

3. CREATING THE SECTION 504 STUDENT RECORD FOR THE FIRST TIME

a. Click "New"

•	Student Data					Q Student Searc	h 🗮 Welligent 🗠 Reports 🛕 M	y Alerts 🕒 Log Out
ń	Summary Sample, Sa	mple 6 🗙					Welcome back, Victoria Badmus W	/ellington! 📽 😡 Support
	Student: Sample 6 Client ID: LAUSD 6	5 Sample (D 5 🚫	OB: 04-Aug-2008)					Action
٠	Age Program History						R	efres New 🚆
۵								2
A	Search Criteria							12
	Program Status:							×
	Edit	Print	Program	Status	Admit Date	Discharge Date	Lead Clinician	*
h								
.								
*								

b. Select "Enroll"

c. Click "Save"

	•	Student	Data					Q Student	iearch 🛛 🗮 Welligent	Reports A My Alerts	🗈 Log Out
	ñ	Summary	Sample, Sample	6 x					Welcome b	ack, Victoria Badmus Wellington! <	🛠 🛛 Support
		Stude	ent: Sample 6 Sam t ID: LAUSD 6 🚫	nple (DOB: 04-Aug-2008)					3c.	Action -	-
	•	ADC Select	a Program							Save Cancel	
3b.	4	Enroll	Wait List	Program Name	Program Director	Active	Pending	Wait Listed	Max Capacity	Available Slots	
_		0	57	Section 504	Not Specified	5160	296	22		-	100
											F
											The second second
	Ð										~
	.m.										*
	÷.										
	m.										

4. EDITING THE SECTION 504 STUDENT RECORD

a. Select "Edit" under "Program History"

•	Student Data	Q. Student Search 🛛 🗮 Welligent 🖉 Reports 🔒 My Alerts 🔗 Log	og Out
ñ	Summary Sample, Sample 6 ×	Welcome back, Victoria Badmus Wellington! 😋 🛛 🛇	Support
(Student: Sample 6 Sample (DOB: 04 Aug-2008) Client ID: 1A1SD 6 Sa	Action *	
•	M5 Program History	Refresh New	*
۵			
4	Search Criteria		M
	Program Status:		F
8	Edit Print Program Status Admit Date Discharge Date	Lead Clinician	*
4	Section 504 Active 14-Sep 2017	VICTORIA BADMUS WELLINGTON	
#			
*			

Attachment B

5. UPDATING SECTION 504 DETAILS and CREATING FORMS

- a. Enter information in "Section 504 Details" or "Section 504 Exit Details" for each phase of the process as appropriate
- b. Click the "Save" button to save updated Section 504 Details and/or Section 504 Exit Details
- c. To create a new Section 504 form, click the green plus sign for Phase I, II, III, or IV as appropriate and the documents required for that phase 5c. 5b.

•		os 	Ø		WORK REFORE CLOSE			outier -	-
Program Statu	S. Actr	ive •	504	ALWAYS SAVE YOUR	WORK BEFORE CLOSING	504			_
Section 504	l Details				Pa	per ork	/Forms *	Refresh	Nev
Initial Referra	al Date:	05-SEP	2017 🛗 Tir	me: 07:17am	0.	W.	Form		Next D
Case Manage	r.	Sevag 1	erderian	Q.	•	+	 Hanagement: 1-Evaluation Request 2-Parent Rights 3-Denial(4) 		Alto
h					1	+	IIa. Evaluation: 4-Parent Input Form(0)		**
D 504 P	rogram status	1. Sec. 1.			•	+	IIb. Evaluation: 5-Teacher Observation 6-Meeting Notice(0)		
Status:		Pendin				+	IIIa. Meeting: 7-Evaluation Form(0)		10
4					E	+	IIIb. Meeting: 8-504 Plan(0)		- A.A.
1.504	Management				E	+	IIIb. Meeting: 8-504 Plan -Additional pages-(0)		14
Reference	a Individuali					+	IV. Pollow Up: Distribution 9-Eligibility Det. 10-Complaint 11-Revocation(0)		100
Reserving	g individual:					+	I. Management-Spanish: 1-Evaluation Request 2-Parent Rights 3-Denial(0)		-
Relations	ship to Student:				۲	+	IIa. Evaluation-Spanish: 4-Parent Input Form(0)		14
						+	IIb. Evaluation-Spanish: S-Teacher Observation 6-Meeting Notice(0)		(iii)
H 50	4 Evaluation				•	+	IIIa. Meeting-Spanish: 7-Evaluation Form(0)		
	4 Evaluation				•	+	IIIb. Meeting-Spanish: 8-504 Plan(0)		10
Meeting	Plan Date:	15-SEP	2017		۲	+	IIIb. Meeting-Spanish: 8-504 Plan -Additional pages-(0)		100
State/Dis Behavior Medical / Physical	e Accommodations. strict Testing Accommodations al Accommodations. Accommodations.	Pendin Pendin Pendin Pendin Pendin	x * x * x * x *						
Date Con M. 50 Translati Translati Translati Translati Translati Complain Notes:	Isent Received from Parent. Al Follow Up on: on Requested: on Status: on Language: on Language: on Provided to Parent: nt:								

Attachment B

- d. Upon opening the form, some student information should pre-populate into the fields; however; if student information does not pre-populate, <u>it is a warning that the information you type will not save</u> so your computer settings may need to be adjusted according to *Welligent ITD Technical Support* (Attachment A)
- e. Enter the information on the form as appropriate
- f. To save the document, select "Save Form."

ABC E	-Forms I	Editor - Sa	mple, Sar	nple 6	Send Form	Sign Form Close
				1 - Created/Edit E-Form 2 - Review and Approval		
	എ		1 Q	⑦ ④ 1 / 3 ▶ ⑦ ○ ⊕ 152% ▼ ☐ ☑ ☑		⑦ Sign In
C					5f. 🤇	ave Form
0 0				LOS ANGELES UNIFIED SCHOOL DISTRICT Educational Equity Compliance Office		5
				REQUEST FOR SECTION 504 EVALUATION and CONSENT Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate, and if eligible free appropriate public education to disabled students. For additional information regarding Section 504, please of School's Section 504 Designee:at (Ph) or you may call the Educational Equity Compliance Office at (213) 241-7682.	le provide a contact your he District's	
		_		Student ID: LAUSD 6 Date:		
	•	5	a.	Last Name Sample First Name Sample 6 Grade		•
			۱	School LAUSD CENTRAL OFFICE Educational Service Center LAUS Student's Primary Language English Language Development Level	D Admin <mark>ii</mark>	
				Parent(s)/Guardian(s)		
				Home Address ,		
		5	e.	Home Phone Cell Phone Work Phone		J
			-	What is the reason for the request? (Clarify Student's needs and area(s) of concern)		

g. Upon the data being saved, the following confirmation message will appear

C-Forms Editor - Sample, Sample 6	Send Form	Sign Form
1 - Created/Edit E-Form 2 - Review and Approval		
Message from webpage		
Energy Data Instant		
This base greened		

6. CREATING FORMS FOR A RE-EVALUATION

a. Click the black plus sign to the left of the green plus sign for the relevant re-evaluation phase

•								Q Student Search	≡ Welligent	Reports	A My Alerts		Log Out
*	Summary Sample, Sample 6 ×								Welcom	e back, Victoria Ba	admus Wellingto	0 00	Support
	Student: Sample 6 Sample (DOB: 04-Aug-20 Client ID: LAUSD 6 S	08)									Acti	on -	<u> </u>
٠	👯 🗗 Program Episode Details - Section 504									Other	» Save		~ <u> </u>
۵	Program Status: Active		504	ALWAYS SAVE YOU	JR WORK BEFOR	LOSING	504						
A	▲ Section 504 Details						/Forms 💟			Refresh	New Form		Ľ
	Initial Referral Date:	14-SEP-2017	Time:	02:13pm	0.	New	Form				Next Date	^	1
۲	Case Manager:	Victoria Badmus V	Wellin Q.•				L Management: 1-1	Evaluation Request 2-Pane Parent Input Form(0)	nt Rights 3 Denial(0)		220 		*

Attachment B

Select "Add" to create a revised form for the re-evaluation

	b.	Select "Add"	to create a	revised form f	or the re	e-evalı	uation						
•	Student Data							Q Student Search	≡ Welligent	Reports	A My Alerts	to Lo	ig Out
*	Summary Sample, Samp	Ne б. ж							Welcome t	back, Victoria Bad	Imus Wellington!	0 0	Support
(Student: Sample 6 Sa Client ID: LAUSD 6	imple (DOB: 04-Aug-200	08)								Action	n•	*
٠	🗳 🗗 Program Episode Deta	els - Section 504								Other >	Save	~	-
۵	Program Status:	Active 💽 *	L	SOA ALWAYS SAVE Y	OUR WORK BEF	ORE CLOSH	4G 504						≥
A	▲ Section 504 Details					Paperw	rork/Forms			Refresh	New Form		M
	Initial Referral Date:		14-SEP-2017	Time: 02:13pm	• 0	N	ew Form				Next Date	~	1
	Case Manager:		Victoria Badmus W	Vellin 🔍 *		•	I. Management:	1-Evaluation Request 2-Paren	it Rights 3-Denial(1)		**		*
*	504 Program Statu	us					Date	Signed?	Approved?	Copy/Revi	sion?		*
	Status:		-		14	Edit	25-Sep-2017	No	NA	Add			

c. Click "OK" when the following message appears

2	Program Episode Details - Section 504						Other >	Save	^	-
1	Program Status: Active	•	ALWAYS SAVE YOUR WORK BEFORE	CLOSING 504						-
A	Section 504 Details	1	Message from webpage		n		Refresh N	lew Form		2
	Initial Referral Date:	14-SEP-2017 🗂 Time					Ne	oxt Date	~	1
2	Case Manager:	Victoria Badmus Wellin 🔍	If you continue a Copy/Rev continue or Cancel to not o	vision WILL be created. Click OK to create a Copy/Revision.	on Request 2-F	Parent Rights 3-Denial(1)	**			*
*	504 Program Status			121.07.08149465029-6617770246	ed?	Approved?	Copy/Revision?	8		
٢	Status			OK Cancel	L	NA	Add		12	1000
±.		-			out Form(0)		14			
*				Ib. Evaluation: 5-Teacher	Observation 6-	Meeting Notice(0)	22			
	1. 504 Management			🗉 🔶 IIIa. Meeting: 7-Evaluatio	n Form(0)					
	Referring Individual:		1	🗈 💠 IIIb. Meeting: 8-504 Plan(0)					

- d. Type the updated information on the form and click "Save Form"
- Click "OK" when the confirmation message appears e.

	f.		Clic	"Close"	indion neocube a	ppcure					6f.	+
NEC E-Fo	rms Editor	r - Samp	le, Samj	le 6						Send Form	Sign Form	Close
					1 - Crea	sted/Edit E-Form	2 - Review and Approval					
84	s 🖶	\bowtie	Q	(†) (1) / 3	⊖ ⊕ 152% ▪ 📙 [⑦ Sig	gn In
					LOS ANGE Educa	ELES UNIFIED	SCHOOL DISTRIC	r		6d. 🤇	ave Form	
				REQ Pursuant to Section 504 of t free appropriate public edu School's Section 504 Desig Educational Equity Complian	UEST FOR SEC he Rehabilitation Act of cation to disabled stud nee: ce Office at (213) 241-7	TION 504 E 1973, the Distri ents. For addi 682.	CVALUATION ar ct has a duty to identify tional information rega at (Ph)	nd CONSENT y, refer, evaluate, a rrding Section 50- or you	nd if eligibli 4, please co may call th	e provide a ontact your ne District's		
			H	Last Name Sample		First Name	Sample 6		Grade			4
				School LAUSD CI Student's Primary Language	ENTRAL OFFICE		Educational Ser English Langua	vice Center ge Development	Level	D Admin <mark>is</mark>		
			[Parent(s)/Guardian(s)								
				Home Address	,							
				Home Phone		Cell Phone		Work Phone				
				What is the reason for the	request? (Clarify Stude	ent's needs and	l area(s) of concern)					

The revised form for the re-evaluation will appear below the previous document g.

•	Trogram Episode Details - Section 504		Other > Save		
۵	Program Status: Active	ALWAYS SAVE YOUR WORK B	RE CLOSING 504		
A	▲ Section 504 Details		Paperwork/Forms V Refresh New For	n	2
	Initial Referral Date:	14-SEP-2017 🛗 Time: 02:13pm 😔 •	New Form Next Date	~	F
•	Case Manager:	Victoria Badmus Wellin	E 🛉 I. Management: 1-Evaluation Request 2-Parent Rights 3-Denial(2)		~
*	504 Program Status		Date Signed? Approved? Copy/Revision?]	
en.			Edit 25-Sep-2017 No NA Add		
	Status:	v •	Edit 25-Sep-2017 No NA Yes; Add]	

- 7. ATTACHING RELEVANT SECTION 504 DOCUMENTS TO THE STUDENT RECORD (Note that documents may not be deleted after they have been locked or uploaded)
 - a. Click the drop down arrow next to "Paperwork/Forms" and select "Attachments"

•	Student Data		Q Student Search	≡ Welligent 🖌 🗠 Reports	A My Alerts	🗈 Log C	Dut
*	Summary Sample, Sample 6 ×			Welcome back, Victoria Badin	nus Wellington!	og 😡 Sup	pport
0	Student: Sample 6 Sample (DOB: 04-Aug-20) Client ID: LAUSD 6 🚫	08)			Action -	-	<u>m</u>
•	🍄 🗗 Program Episode Details - Section 504			Other >	Save		~
4	Program Status: Active 💌 *	SON ALWAYS SAVE YOUR WORK BE	FORE CLOSING 504				
A	▲ Section 504 Details		Pagerwork/Forms	Refresh	New Form		2
	Initial Referral Date	14-SEP-2017 🗂 Time: 02:13pm	IEP Forms Attachments		Next Date		۶
۵	Case Manager:	Victoria Badmus Wellin 🔍 🔦	I. Management: 1-Evaluation Request 2-Parent Rig	jhts 3-Denial(2)			*

b. Any previously attached documents will appear in the "Attachments" window

C	Attach required documents by	v clicking the	"New Attach"	button
c .	recuent equiled abeaments b			Saccon

•							Q Student Search	≡ Welligent 🖌 🗠 Reports	A My Alerts	€ Log	gOut
斋	Summary Sample, Sample 6 ×							Welcome back, Victoria Ba	dmus Wellington!	0 % 005	upport
	Student: Sample 6 Sample (DOB: 0 Client ID: LAUSD 6 🚫	04-Aug-2008)							Action	•	60
•	🍄 🗗 Program Episode Details - Section 504							Other	Save	^	
Δ.	Program Status: Active	*	ALWAYS SAT	E YOUR WORK BEFC	RE CLOSING 504				7c.		
A	▲ Section 504 Details				Attachments	V		Refresh	New Attach		2
	Initial Referral Date:	14-SEP-2017	Time: 02:13pm	0*	Edít	View	Description	File Name			1
	Case Manager:	Victoria Badmus	Wellin Q	7b. 🔶	No records to di	splay					*

d. When the Welligent Upload window appears, enter a brief description of document that will be uploaded, i.e. "504 Plan 2/14/2014," "Parent Input form 2/12/2014," etc...

Do	cument Management					
Student:	Sample, Sample 6					
Student ID:	LAUSO 6					
Student DOB	04-Aug-2008					
Student Program:	Section 504					
File Name:						
File Type:						
Document Size (KB)						
Date Uploaded:						
Uploaded By:		70				
Upload File:	Brows	/e.				
Brief Description:			7 d.			
Confidentiality Statu	Confidential					
Valuetar						

e. Click "Browse" button to locate the file to be uploaded

Attachment B

- Locate and select the file to be uploaded f.
- g. Click "Open"

🚖 Favorites	Name				and the second se
76		Date modified	Type	"Completed Section 504 Documents"	Upload Close
/T.	Completed Section 504 Documents.docx	9/25/2017 12:23 PM	Micro		
Desktop					
Cibraries					
Badmus-Wellingt					
Scomputer					
😂 Local Disk (C:)					
UVD RW Drive (
- Removable Disk					
🕳 Removable Disk 😑					
Hiren's BootCD					
🛫 home (\\tslegal)					
🥪 public (\\tslegal					
💣 system (\\tslega					
of Roxio Burn Disc					
Network					
Control Panel					
K Recycle Bin					
Archive					,
Desktop					Close 71
Personal Scanner					
L REF-6241.3 Screer -	. 1	4			
			5.	- Increase	
File name	e: completed section 504 Documents.docx			7σ	
				5. Open Cancel	

h. The file should appear in the "Upload File" field

i.	Click "Upload"
----	----------------

Welligent Docu		Upload Close
Do	kument Management 🛛 🚽	
Student:	Sample, Sample 6	
Student ID:	LAUSD 5	
tudent DOB:	04-Aug-2008	
tudent Program:	Section 504	
ile Name:		
le Type:		
ocument Size (KB)		
ate Uploaded:		
Jploaded By:		
Ipload File:	C:\Users\victoria.wellin Browse	
rief Description	504 Docs w Signatures X	
onfidentiality Statu	S Confidential	
levwords:		

j. Once the document is uploaded, a confirmation message should appear

Click "Okay" to proceed k.

Stud Stud	Document loading. Please wait	6
Stud File f Docy Date Uplo	Message from webpage	
Brief Conf Keyv		~

I. After clicking "Okay" if a confirmation window pops up, "select "Save"

Weligent Docum		6		Sign	Save	Close
Docu	iment Management	Internet Explorer				
Student:	Sample, Sample 6	What do you want to do with Completed Sect	ion 504			
Student ID:	LAUSD 6	Documents.docx?				
tudent DOB:	04-Aug-2008	Size 12.3 KB				
tudent Program:	Section 504	From: welligent.lausd.net				
File Name:	Completed Section 504 Bocumen					
File Type:	application/vnd.openxmlformots-	Open				
Document Size (KB):		The file won't be saved automatically.				
Date Uploaded		Save				
Uploaded By:	Victoria Badmus Wellington					
Brief Description:	504 Docs w Signatures	Save as				
Confidentiality Status	Confidential		Const			
Keywords:			Cances			
1						
Document	Folders					

- m. If a pop up window appears instead of the attached document, close it by clicking the "x" and then click "Save"
- n. Click "Close" to close the window

Meligent Document Upload	Sign	Save	Close	>
	1			
The Completed Section 504 Documents.docx download has completed. Open Open Open Open folder View downloads	×		>	~

o. If the attached document appears, close it by clicking the "x" otherwise go to the next screen below (7p.)

	a				Completed Section 50% Documents.cock - Microsoft Word	
- #	Home Inse	rt Page Layout References	Mailings Review V	View Time Matters Acrobat		· 0
Pat	A Cut -Ja Copy te Format Painter Clipboard	Calibri (Body) + 11 + A [*] B Z II - de x, x [*] 7 Font	x* Aa - *> Ξ - Ξ A + *2 - ▲ - IS	- · · · · · · · · · · · · · · · · · · ·	aBbCcDd AaBbCcDd AaBb	23 Find + C Replace Select + Editing
L.					OKTIMI Z MINIMUM MANA BANKKAN MANIMUKA MINIMUKA MANANG SASAN ANIMANA SASAN ANI	
F (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)				"Completed Section 504 D	Jacuments"	

p. Select "Close" to return to the Section 504 Details screen

Welligent Document Upload	Sign	Save	Close	-
•				
				~

Attachment B

q. Select "Refresh" and the attached document(s) will appear

•	Student Data						Q Student Search	E Welligent	A My Alerts	😝 Log Out
*	Summary Sample, Sample 6 ×							Welcome back, Victoria	Badmus Wellington!	📽 🛛 🚱 Suppor
	Student: Sample 6 Sample (DOB: 04-Aug-20 Client ID: LAUSD 6 🕥	08)							Action	- 🗎
۰	Aug Program Episode Details- Section 504							Othe	r » Save	
4	Program Status: Active 💌 🔸	2 504	ALWAYS SAVE YO	UR WORK BEF	ORE CLOSIN	4G 504				2
A	Section 504 Details				Attachin	nents [~	Refres	New Attach	
	Initial Referral Date:	14-SEP-2017	Time: 02:13pm	٥.	Edit	View	Description	File Name		1
	Case Manager:	Victoria Badmus Wellin	ч •		1	ũ	504 Docs w Signatures	Completed Section 504 Documents.	docx	×.
æ	504 Program Status									*
ø	Status:									
-m										
ф	1. 504 Management			- 1						

II. ADDITIONAL FEATURES

8. RECEIVING SYSTEM ALERTS

a. Upon the enrollment of a student with an "Eligible" or "Pending" Section 504 status, all users at the receiving school with "School-Administrator" roles will receive the automated message below:



9. DELETING A SECTION 504 FORM (ONLY USE THIS FEATURE WHEN FORMS WERE MISTAKENLY CREATED)

Forms may not be deleted after they have been locked or uploaded. Instructions for locking a form can be found in Section 11.

- a. Click the black plus sign icon for either phase I, II, III, or IV, as appropriate, to locate the form to be deleted
- b. The number in parenthesis reflects the number of forms created in each phase

•							Q Student Search	≡ Welligent	I≝ Reports	A My Alerts	to Log	g Out
*	Summary Sample, Sample 6 🗙							Welcom	e back, Victoria Ba	admus Wellington!	0: 0 S	Support
	Student: Sample 6 Sample (DOB: 04-Aug-2) Client ID: LAUSD 6 📎	008)								Action	•	8
•	Mon Program Episode Details - Section 504								Other	> Save		*
۵	Program Status:		ALWAYS SAVE YOU	R WORK BEF	DRE CLOSIN	IG 504						
A	▲ Section 504 Details			10a	P perw	ork/Forms			Refresh	New Form		2
	Initial Referral Date:	14-SEP-2017	🛱 Time: 02:13pm	۰.	N	ew Form			1.01	Next Date	~	F
	Case Manager:	Victoria Badmus	Wellin 🔾 •		•] I. Management: 1-4	Evaluation Request 2-Parel	st Rights 3-Denial(0)	10b .	122	~ I I	*
3				_	•	IIa. Evaluation: 4-P	arent Input Form(0)			244		1.12

c. Upon locating the document/form to be deleted, click "Edit"

•	Student Data						Q Student Search	≡ Welligent	🗠 Reports	A My Alerts	to La	og Out
*	Reports Sample, Sample 6 x							Welcome	back, Victoria Bad	Imus Wellington	0 00	Support
	Student: Sample 6 Sample (DO Client ID: LAUSD 6 📎	08: 04-Aug-2008)								Actio	n •	8
•	🏰 🗗 Program Episode Details - Section	1504							Other >	Save		*
4	Program Status: Active	• •	SOM ALWAYS SAVE YO	OUR WORK BEF	ORE CLOSIN	IG 504						≥
A	Section 504 Details				Paperw	ork/Forms 💌			Refresh	New Form		2
	Initial Referral Date:	14-SEP-2017	Time: 02:13pm	0*	Ne	w Form				Next Date	^	F
	Case Manager:	Victoria Badmus	Wellin 🔍 •		•	L Management:	1-Evaluation Request 2-Pare	ent Rights 3-Denial(2)		(a.)		*
*	504 Program Status					Date	Signed?	Approved?	Copy/Revi	sion?		
1	Granue				Edit	25-Sep-2017	No	NA	Add			
					Edit	25-Sep-2017 IIa. Evaluation:	4-Parent Input Form(0)	NA	Yes; Add			

d. Click "Delete"

	e.	To delete the form click "OK"	10d.
E-For	ms Editor - Sa	nple, Sample 6	Send Form Link Forms Link Attachments Delete Sign Form Close
		1 - Created/Edit E-Form 2 - Review and	Approval
B 4] Q ⑦ ④ 1 / 3 ト ⑪ ⊂ ↔ 147% → 📙 🗗 🐺	⑦ Sign In
ф Д Ø		LOS ANGELES UNIFIED SCHOOL Educational Equity Compliance	DISTRICT © Office
с, С		REQUEST FOR SECTION 504 EVALUA Pursuant to Section 504 of the Rehabilitation Message from webpage School's Section 504 Designee: Message from webpage Educational Equity Compliance Office at (213) Are you sure you want to delete this for Student ID: LAUSD 6 Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" Student ID: LAUSD 6 Image: Colspan="2">Colspan="2" Last Name Sample Image: Colspan="2">Colspan="2" School Image: Colspan="2">Image: Colspan="2"	TION and CONSENT Pentify, refer, evaluate, and if eligible provide a regarding Section 504, please contact your or you may call the District's meet Grade

f. Upon deleting the form, a confirmation message should appear. Click "OK"

	To assist us with the evaluation of your child, please complete the following information as soon as possible and return to the School Section 504 Designee prior to the Section 504 evaluation as soon as possible and return to the School								
-	Student ID	LOS FELI	Z1						
	Last Name	Sample			This form has been deleted		Grade	09th	
	School	LAUSD C	ENTR	AL OFFICE		al Service Center	LAUSD	Administra	
	Student's Primar	y Language		Swahili		Inguage Development	Level		
	Parent/Guardian				OK				
	Home Address		, Ca	1					

- g. Upon returning to the Student Data window, click the "Refresh" button
 - The number in parenthesis should reflect the quantity of form versions

🎭 Student Data							Q Student Search	≡ Welligent	🗠 Reports	A My Alerts	to Le	og Out
Reports Sample, Sample 6 🗙								Welcom	e back, Victoria B	admus Wellington!	0; O	Support
Student: Sample 6 Sample (DOB: 04-A Client ID: LAUSD 6 S	ug-2008)									Action		8
🎸 🎊 🔐 Program Episode Details - Section 504									Other	> Save		*
Program Status: Active		SOA ALWAYS SAVE Y	DUR WORK BEF	FORE CLOSING 504				10g.			•	
A Section 504 Details				Pape	nwork/	Forms 🔽			Refresh	New Form		2
Initial Referral Date:	14-SEP-2017	🛱 Time: 02:13pm	0.		New	Form				Next Date	^	P
Case Manager:	Victoria Badmus We	llin Q.+		•	+	1. Management: 1-Evalu	tion Request 2-Pater	nt Rights 3-Denini(1)		-		*
A 504 Program Status				•	+	IIa. Evaluation: 4-Parent	Input Form(0)		10	Jn.		

h.

Attachment B

- 10. LOCKING a SECTION 504 FORM (This only applies to forms that were created in the Welligent Module. This feature does not apply to forms that were uploaded/attached)
- Q Student Search A My A = w Let R * Reports Welcome back, Victoria Badmus Wellington! of Supp m lent: Sample 6 Sar nt ID: LAUSD 6 🚫 Action -Ω * ABS of Other > Save ALWAYS SAVE YOUR WORK BEFORE CLOSING 504 Active 💌 * 4 Program Status A 2 New Form Refresh ▲ Section 504 Details work/Forms V ۶ 14-SEP-2017 🛗 Time: 02:13pm 0. New Form Next Date Initial Referral Date E + Case Manage lin Q. L M na Bad * ed? on? 504 Program Status Sign Approv Copy/Rev 25-Sep-2017 Ċ
- a. Click "Edit" to open the form to be locked

b. Upon opening the form to be locked, select "2-Review and Approval" from the menu

ADC E	-Forms Editor - Sample, Sa	nple 6	Send Form	Link Forms	Link Attachments	Delete	Sign Form	Close
		1 - Created/Edit E-Form 2 - Review and App	roval	_				
	ቀ 🖶 🖂 Q	(1) (2) (1) / 3 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)					⑦ Sigr	n In
¢						Sa	we Form	
0		LOS ANGELES UNIFIED SCHOOL D Educational Equity Compliance O	ISTRICT ffice					
Q		REQUEST FOR SECTION 504 EVALUATI Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty free appropriate public education to disabled students. For additional informa-	ON and (to identify, rel	CONSEN fer, evaluate, a Section 51	T and if eligible pro	vide a st vour		

c. Verify your user account and enter password below

🀨 E Forms Editor - Sample, Sample 6			Send Form	Link Forms	Link Attachments	Delete	Sign Form	Close
		1 - Created/Edit E-Form 2 Review a	nd Approval					
Card and 1 Discourses		BEFORE SIGNING THIS FORM, reme	mber to perform a final sa	ve.				
(B) *	Supervisor Review and Approval Process							
	Dec	current Details Supervisor Comments						
	Document Owner	VICTORIA BADMUS WELLINGTON						
0	Document Status	Draft						
	Date Created	25-Sep-2017 09:31am						
~	Date Last Updated	25-Sep-2017 08:31am						
	Date Signed							
	Supervisor/Reviewer Assigned	Co-Signature Not Required						
	Date Submitted to Supervisor	N/A						
	Supervisor Approval Status	NE/A.						
Contraction of the local division of the loc	Supervisor Approval Date	NZA						
A DATE								
	Add Electronic Signatures							
A MARTINE A	Sig	plature Type		54	gnature			
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d. Click "Verify/Sign"

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			1.		Verify/Sign	E-Sign
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Attachment B

e. When the confirmation message appears, click "OK."

	Date Signed	26-Sep-2017 09-03am	
	Supervisor/Reviewer Assigne	d Co-Signature Not Required	
	Date Submitted to Superviso	H.	
and the second se	Supervisor Approval Status	Approved	
	Supervisor Approval Date	26-Sep-2017 09:03am	
	*** Form Co-Signature/Supervisor Ap You can either continue with th	pproval is no longer required based on current settings * is Approval process or delete the Signatures to reset.	**
		Message from webpage	
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Married Street	● E-St	gnature	
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	User Account VI	ICTORIA.WELLINGTON	Victoria Badmus Wellington
	Password ••	••••••	victoria Daunius wennigton
	Notes		1

11. GENERATING A SECTION 504 REPORT

a. Click "Reports"

•	Student Da	Student Data Q Student Search Welligent A My Alerts Reports Welcome back, Victoria Badmus Wellingtont Organization Message Date District Received Parent Signature Effective Monday, September 11, 2017, the language on the IEP Meeting screen will change from 'Parent Signature Date' to 'Date District Received Parent Signature'. This change will require users to follow a few additional steps, so that the most accurate information is displayed on the IEP Meeting screen and on Page 10 of the IEP In Weiligent. A Reference Guide is forthcoming. Until its publication, please follow the directions outlined in the following link: Date District Received Parent Signature Open Internet Explorer • Open Internet Explorer • On the Goneral tab under Browlsing History, click the Delete button • Select the check boxes next to Temporary Internet files, Cookies, and History		g Out				
*	Reports	Welcome back, Victoria Badmus Wellington! 🕫	6 Ø S	support				
		Organization Message	^	**				
Γ		Date District Received Parent Signature		*				
Organization Message Date District Received Parent Signature Effective Monday, September 11, 2017, the language on the IEP Meeting screen will change from 'Parent Signature Date' to 'Date District Received Parent Signature'. This change will require users to follow a few additional steps. so that the most accurate information is displayed on the IEP Meeting screen and on Page 10 of the IEP in Welligent. A Reference Guide is forthcoming. Until Its publication, please follow the directions outlined in the following link: Date District Received Parent Signature Clear Your Cache Before Using Version 8 PC Users: Open Internet Explorer								
	A Reference Guide is forthcoming. Until its publication, please follow the directions outlined in the following link: Date District Received Parent Signature							
C	lear You	r Cache Before Using Version 8		~				
Р	C Users:			×				
	- Open Inte	rnet Explorer		*				
	 On the To 	ols menu, click Internet Options						
	• On the General tab under Browlsing History, click the Delete button							
	 Click Dele 	Select the check boxes next to remporary internet files, Cookies, and history Click Delata Click Delata						
	 Click OK 							
M	ac Users:							

b. Select "Section 504 Reports" from the drop down menu

Student Data	Q Student Search	≡ Welligent	Reports A My	Alerts	🕈 Log	Out
Reports		Welcor	ne back, Victoria Badmus W	ellington! 🕫	O Su	uppor
Stock Reports		WellReports Desktop		4		
			My Report Hotlist			
Search Criteria					۳	
Report Category		My Report Tools				
Complaints MGMT Reports Global Management Reports(Custom Grouping) INote: To sentrh for multiple keywords, sentrate entries by a commo (e.g., Arthur, Crode) 1		My Scheduled Reports				-
IEP Timeline Reports (Custom Grouping)		Report Inbox				2
Report ID: STS Global Reports(Custom Grouping)		Report Quick Search				
Find Dashboards: Section Surv Reports(Lustom Grouping)		Enter text to Qu	iick Search:	_		8
Select Report Name Report Description Re	eport ID Category			Clear		*

c. Select the desired Section 504 report by clicking the corresponding box

Attachment B

🦦 s	student Data			Q Student	Search	≡ Welligent	Reports	My Alerts	to Lo	og Out
R R	eports Sample, Sample 6 x					Welcom	e back, Victoria B	admus Wellington!	0° 0	Support
Stor	ck Reports			Sea	rch	2	WellReports D	esktop	۸	
S	earch Criteria						My Report H My Recent Re	otlist ports		*
Repo	ort Category: Section 504 Reports(Custom G	Grouping)				My Report Tools My Scheduled Reports				≥
Keyw	vord:	(Note: To search for multiple keywords, separate entries by a comma (e.				Report Inbox			i.	100
Repo	Protection and a second s						Report Quick	Search		
Find	Dashboards.					Enter text to Qui	ck Search:		_	1
lect 1	Report Name	Report Description		Report ID	Category			Cle	ar	
8	Section 504 Evaluation Report			2405	π:					
8	Section 504 Exit Details Report			2.408	-					«
8	Section 504 Follow Up Report			2407	еų.					
8	Section 504 Management Report			2357	<i>11</i>					
	Section 504 Meeting Report			2406	-					
8	Section 504 Report			2409						
8	Section 504 Report by Section 504 Status Count	This report will NOT capto Status.	are students who have a Section 504 Program but do NOT have a Section 504 Program	2410	-					

d. Select the school or District location as appropriate from the drop down menu by clicking the arrow. You may customize the report by Section 504 status. To generate a report of all students with 504 activity, leave the "Section 504 Status" field blank.

Student Data					Q Student Search	≡Welligent	Reports	A My Alerts	ۥ Lo	g Out
Reports Sample,	Sample 6 🗙					Welcome	back, Victoria B	admus Wellington!	0° 0	Suppor
TSection 504 Report(240	9)	Schedule	tun Excel	(+) Hot List	leset Close	2	WellRéports D	esktop		m
Report Engine:	Print Listing						My Report H	otlist		245
Filter	Value						My Recent Re	ports		
School	All Locations						My Report I My Scheduled	Reports		
		1000				Report Inbox				
District	All Districts						Report Quick	Search	-	
Section \$04 Status		V				Enter text to Quic	k Search:	1	-	1
								Che	ar	*
										*

e. After selecting the school or District location, click "Run"