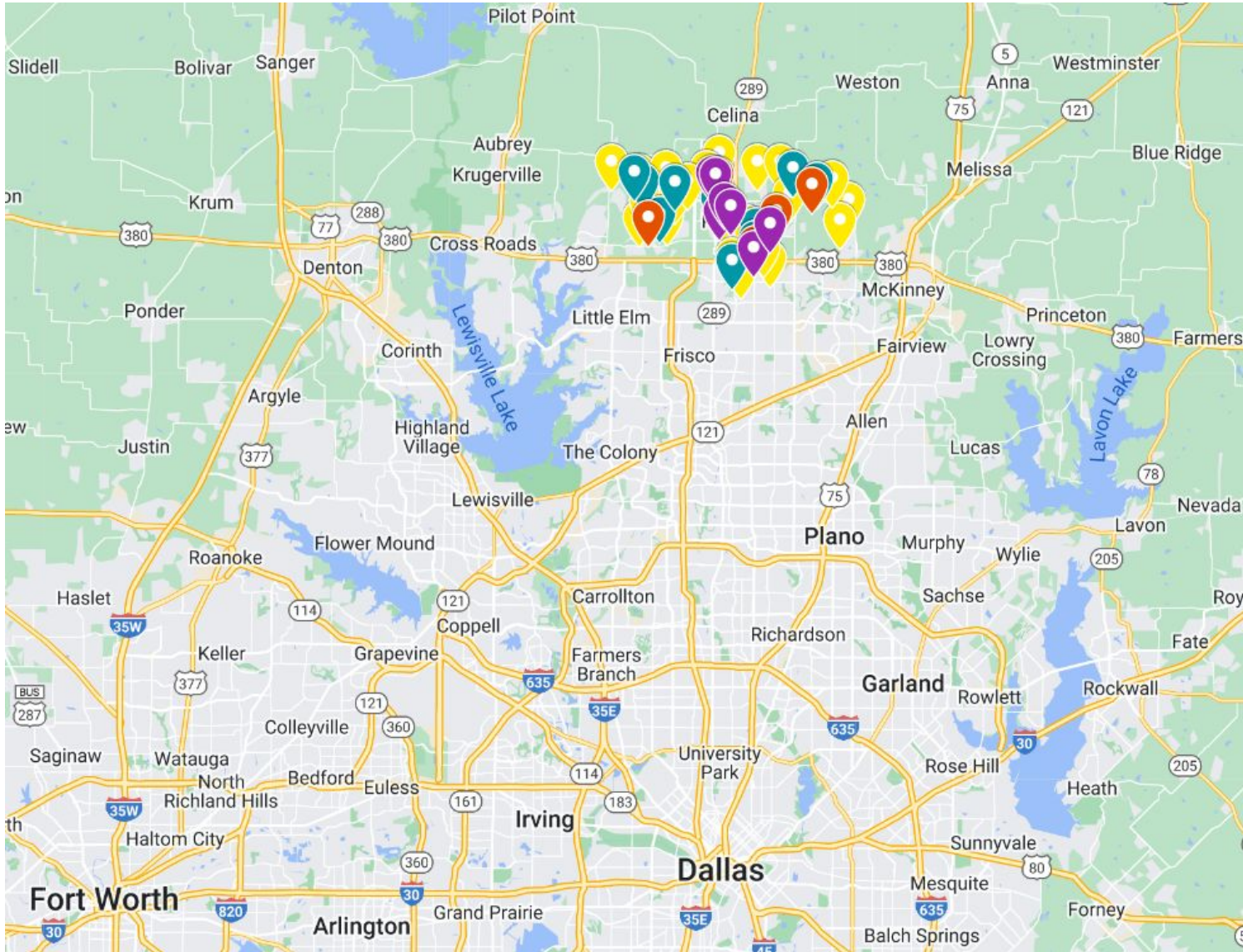


PROSPER ISD



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Pete Lake

Data Systems Administrator
pwlake@prosper-isd.net

Section 504

Teacher Input Form

Elementary Specials Teacher Input Form

Parent Input Form

Student Feedback Form

Parent Input - Review/Re-Evaluation Form

Monitor Year Current 504 Parent Feedback Form



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Section 504 Teacher Input

The student identified below is being evaluated (re-evaluated) for Section 504 eligibility. The information you provide will be used as part of this process and will be shared with the 504 team. Please return this form by ____/____/____.

Student Name: _____ Grade: _____

Teacher Name: _____ Role/Content area: _____

Please answer the following questions. Your feedback will be used as part of the Section 504 decision making process. Thank you for your time and assistance. Note: Please use additional space and pages as needed.

1. What strengths does this student display in your classroom?

2. What challenges does this student experience in your classroom?

3. What is the student's current grade in your class (HS/MS) or in each subject (elementary/MS)?

4. Please check all the factors that may account for the student's current grade:

☐ Lack of skills or background knowledge	☐ Failure to participate in class
☐ Missing assignments	☐ Absenteeism or late to class/leaves early
☐ Late assignments	☐ Other: _____
☐ Incomplete assignments	☐ Other: _____

5. Based on your knowledge and observation of this student, please rate his/her performance in the following areas. If necessary, please use an additional page to explain. (1= satisfactory and 5 = unsatisfactory)

___ Classroom work	___ Following verbal direction
___ Test/quizzes	___ Organizational skills
___ Attention span	___ Homework completion
___ Peer relations	___ Other: _____
___ Following written directions	___ Other: _____

6. Have you been in contact with the student's parent/guardian during the current school year? How often and what has been your primary means of communication (e.g. email, phone, conference)?

7. Check all accommodations or adjustments that have been made for this student.

Pacing

Materials

Testing Adaptations

504 Pain

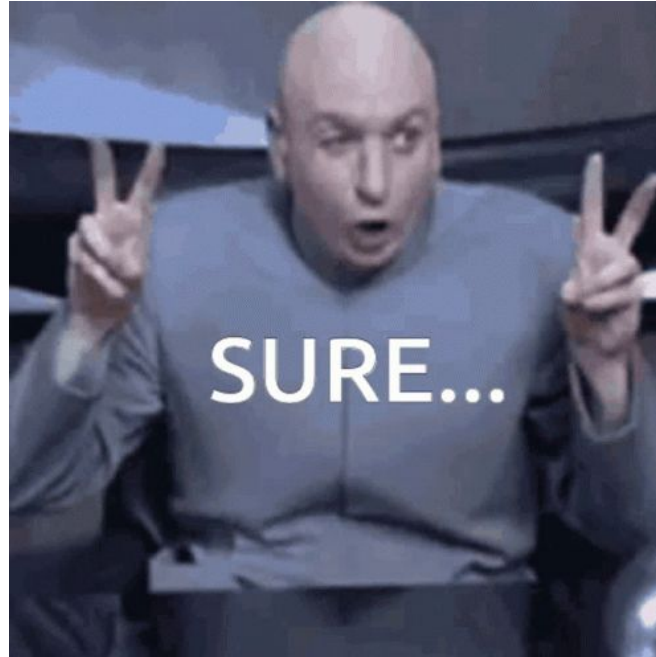
- Teacher turnaround time.
- Input forms not finalized for meeting.
- Inefficient processes.
- Lack of visibility.
- No uniform standard.



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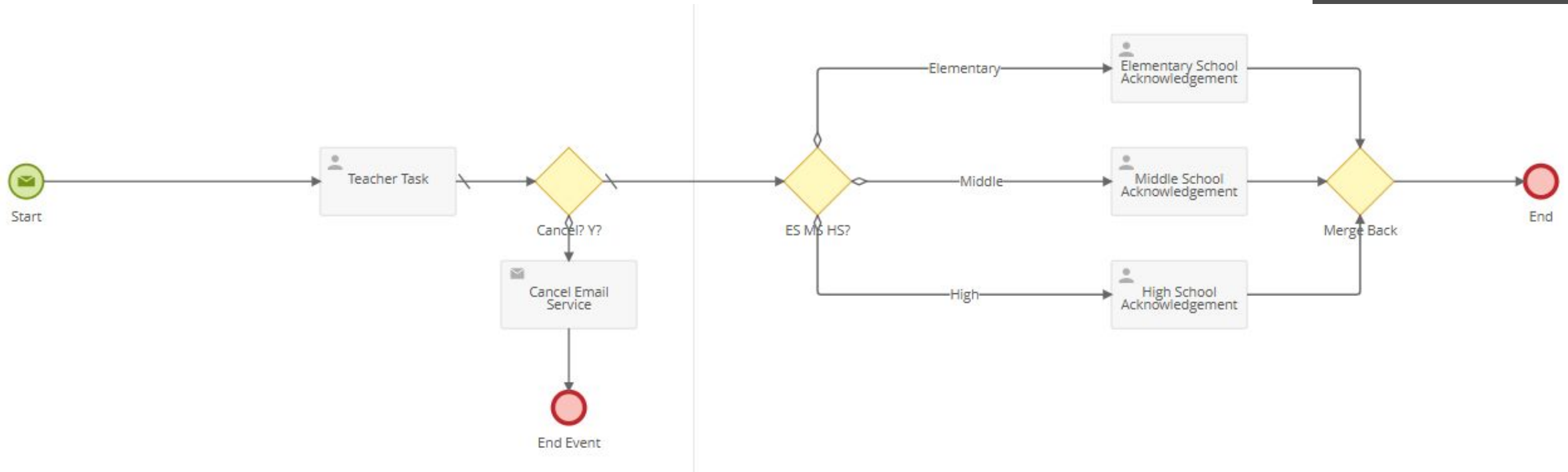
504 Solution

“Just create us a simple Teacher Input form in Laserfiche.”



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504 Solution





§504 Teacher Input

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Submission Date *

Date will be captured on form submission

When completing the input form think of the student through the lens of facts only.

Your input will be reviewed by other teachers and the student's parents.

[Accommodations with Specificity](#)

Educator Information

Educator Email (?) *

Enter the teacher's email address, then press Tab to automatically fill in the fields below.

Enter the teacher's email address, then press Tab to automatically fill in the fields below.

If you have a Long Term Sub's email address please complete First Name, Last Name, Educator Title, and Home Campus fields.

Educator First Name

Educator Last Name

Educator Title

Home Campus/Department

Due Date *

Please provide a brief description of the content areas you teach:

504
Clerk/Facilitator
starts form



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Submission Date *

Date will be captured on form submission

When completing the input form think of the student through the lens of facts only.

Your input will be reviewed by other teachers and the student's parents.

[Accommodations with Specificity](#)

Educator Information

Educator Email (?) *

Enter the teacher's email address, then press Tab to automatically fill in the fields below.

If you have a Long Term Sub's email address please complete First Name, Last Name, Educator Title, and Home Campus fields.

Educator First Name

Educator Last Name

Educator Title

Home Campus/Department

Due Date *

Please provide a brief description of the content areas you teach:



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Student Information

Student ID *

[REDACTED]

Student First Name

[REDACTED]

Student Last Name

[REDACTED]

Student Campus Level

- ☐ Elementary School (Pre-K to 5th)
- ☐ Middle School (6th to 8th)
- ☐ High School (9th to 12th)

Student Classroom Information

Grades

CLASSROOM PERFORMANCE RATING

Rate the concerns you have about this student. For each skill, select 1 = Never, 2 = Almost Never, 3 = Almost Always, 4 = Always, 5 = Not Observed

Classroom Behavior Rating

Rate this student's behavior in relation to other students of the same age. For each behavior, select 1 = Never, 2 = Almost Never, 3 = Almost Always, 4 = Always, 5 = Not Observed

Emotional/Behavioral/Social Skills Rating

Non-Academic Settings

Submit



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A 504 Teacher INPUT TASK has been assigned to you for [REDACTED] ([REDACTED] 1234) Inbox x



laserfiche@prosper-isd.net

to me ▾

Peter,

A 504 Teacher Input Task has been assigned to you for [REDACTED] 1234)

Steps to complete the 504 Teacher Input Task:

1. Open the link below and complete the form. You can also go to your Laserfiche Forms Inbox.
2. When you are finished completing the form select the submit button at the bottom. This will submit the form and stop the email reminder for this form instance.

Form Instance ID: 360129

[Click here to open this task in Forms.](#)

↩ Reply

➡ Forward

Submission Date *

Date will be captured on form submission

When completing the input form think of the student through the lens of facts only.

Your input will be reviewed by other teachers and the student's parents.

Accommodations with Specificity

Educator Information

Educator First Name

Educator Last Name

Educator Title

Educator Email

Enter Teacher Email Address then press tab on keyboard.

Home Campus/Department

Due Date

YYYY-MM-DD

Please provide a brief description of the content areas you teach: *

Do you need to cancel this form?

☐ Yes

☐ No

Click "Yes" and the "Next" button if you wish to cancel this form submission.

Previous

Next



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Student Information

Student ID

Enter Student ID then press tab on keyboard.

Student First Name

Student Last Name

Student Campus Level*

- ☐ Elementary School (Pre-K to 5th)
- ☐ Middle School (6th to 8th)
- ☒ High School (9th to 12th)

High School Student Grade Level*

- ☐ 9th Grade ☒ 10th Grade ☐ 11th Grade ☐ 12th Grade

Which high school does your child attend?*

Please select the full campus name from the list. Do **NOT** enter a partial school name

Prosper High School

Student Classroom Information

Classroom Seating Arrangement*

- ☒ Rows of Desks ☐ Grouped Desks ☐ Tables ☐ Centers
- ☐ Flexible Seating ☐ Other

Previous

Next

Grades Section 1

What is the student's current average in class at the time of report? *

Is the student currently missing any work at time of the report? *

Are tardies affecting student's average? *

Are absences affecting student's average? *

If the student is absent, is makeup work completed in a timely manner? *

Does the student attend tutorials/intervention groups? Please explain: *

Please list any academic concerns you have about this student: *

[Previous](#)

[Next](#)



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Grades Section 2

Please list any behavioral concerns you have about this student: *

What strengths does this student display in your classroom? *

Does the student consistently take more time to complete assessments than their average peers? *

Ex: Most students finish in XX amount of time, but this student consistently takes longer than most students.

If the student receives an oral accommodation, is the student's current level appropriate (cannot change, can change, at request)? *

If not, please provide the information to support the change.

Do you have any additional concerns about this student? *

What have you done differently in your classroom, beyond current Section 504 accommodations, to meet this student's needs? *

Explain how this impacted the student in the classroom.

Based on the information above, what additional accommodations do you feel we need to explore for this student? *



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CLASSROOM PERFORMANCE RATING

Rate the concerns you have about this student. For each skill, select 1 = Never, 2 = Almost Never, 3 = Almost Always, 4 = Always, 5 = Not Observed

Student consistently completes classwork by the due date:*

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student follows verbal directions: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student demonstrates organizational skills: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Previous

Student consistently completes homework by due date:*

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student follows written directions: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Next



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Classroom Behavior Rating

Rate this student's behavior in relation to other students of the same age. For each behavior, select 1 = Never, 2 = Almost Never, 3 = Almost Always, 4 = Always, 5 = Not Observed

Student brings materials to class: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student activity level is comparable to age-level peers: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student participates without fidgeting or displaying restlessness: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student remains engaged during instruction: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student keeps up with necessary items during classroom tasks: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student keeps body and objects quiet during class: *

(i.e. tapping pen, pencil, foot)

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student participates in class discussions: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student initiates activities/assignments without prompts: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed



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Emotional/Behavioral/Social Skills Rating

Student cooperates or complies with teacher requests: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student responds appropriately to praise and correction: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student works cooperatively with peers: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student makes and keeps friends at school: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Students adapts to new situations without getting upset: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student accepts responsibility for own actions: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student takes pride in their work: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed

Student has positive peer interactions: *

- ☐ 1- Never
- ☐ 2- Almost Never
- ☐ 3- Almost Always
- ☐ 4- Always
- ☐ 5- Not Observed



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Non-Academic Settings

Are there any concerns for this student in non-academic settings? *

Ex: recess, cafeteria, assemblies, athletics, PE, field trips, electives, etc.

☒ Yes

☐ No

Please explain your concerns for the student: *

Do you have anything additional to share about this student? *

Previous

Next

Submit



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A 504 Teacher Input ACKNOWLEDGEMENT TASK has been assigned to you for [REDACTED] 13) Inbox x



laserfiche@prosper-isd.net

to rlarstrong, lcloud ▾

A 504 Teacher Input Acknowledgement Task has been assigned to you for [REDACTED] 13)

Steps to complete the Acknowledgement Task:

1. Open link below and assign the task to yourself. Do this by selecting the person icon with a right arrow to the left of it.
2. When you are finished with the form select the submit button at the bottom. This will close out the process and remove the task from your Laserfiche Inbox.

Form Instance ID: 359209

[Click here to open this task in Forms.](#)

One attachment • Scanned by Gmail Security Sandbox ⓘ



Upload a New Document

Document Description

Select a File

Choose File

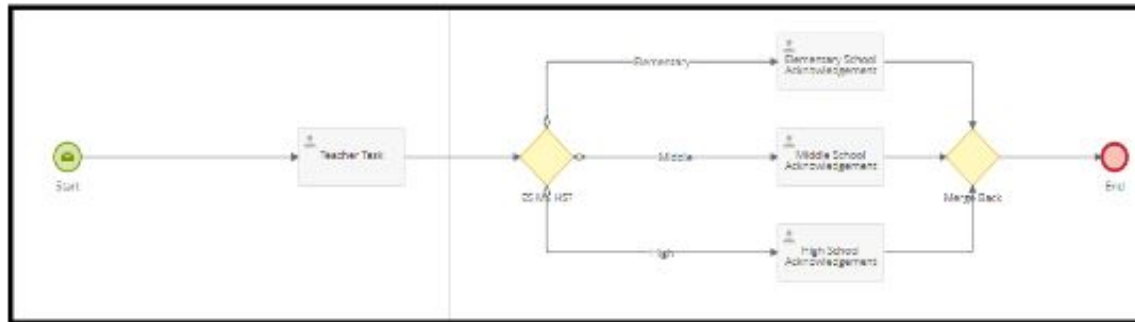
No file chosen

PISD Program & Evaluation

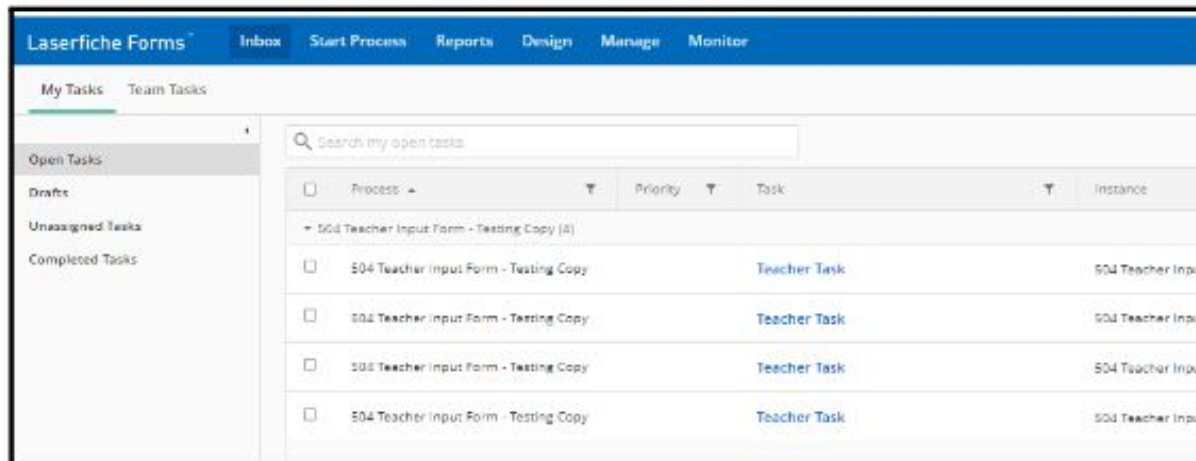
Start and Complete 504 Teacher Input Form



#3 The Teacher completes the form and then submits it. The form will be routed to the appropriate 504 Facilitator, 504 Clerk, or Student Support.



FYI - Teacher Tasks will be in their Laserfiche Forms Inbox.



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☐	☐	laserfiche	A 504 Teacher INPUT TASK has been assigned to you for	[REDACTED]	3545) - Si
☐	☐	laserfiche	A 504 Teacher INPUT TASK has been assigned to you for	[REDACTED]	3545) - Ki
☐	☐	laserfiche	A 504 Teacher INPUT TASK has been assigned to you for	[REDACTED]	3545) - Ju
☐	☐	laserfiche	A 504 Teacher INPUT TASK has been assigned to you for	[REDACTED]	3545) - C
☐	☐	laserfiche	A 504 Teacher INPUT TASK has been assigned to you for	[REDACTED]	3545) - H
☐	☐	laserfiche	A 504 Teacher INPUT TASK has been assigned to you for	[REDACTED]	3545) - Vi
☐	☐	laserfiche	A 504 Teacher INPUT TASK has been assigned to you for	[REDACTED]	3545) - Al



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When completing the input form think of the student through the lens of facts only.
Your input will be reviewed by other teachers and the student's parents.

[Accommodations with Specificity](#)

Educator Information

Enter the teacher's email address, then press Tab to automatically fill in the fields below.

If you have a Long Term Sub's email address please complete First Name, Last Name, Educator Title, and Home Campus fields.

Educator Email (?) *	Educator First Name	Educator Last Name	Educator Title	
pwlake@prosper-isd.net	Peter	Lake	Data System Admin	×
cfnelson@prosper-isd.net	Connor	Nelson	Coordinator - Tech Info Sys	×
akchan@prosper-isd.net	Alison	Chan	Data System Admin	×
mueller				×

D

samueller@prosper-isd...

theresamueller52@yah...

bertmueller@gmail.com

cjmueller@prosper-isd....

YYYY-MM-DD

cjmueller@prosper-isd.net

Student Information

Student ID *

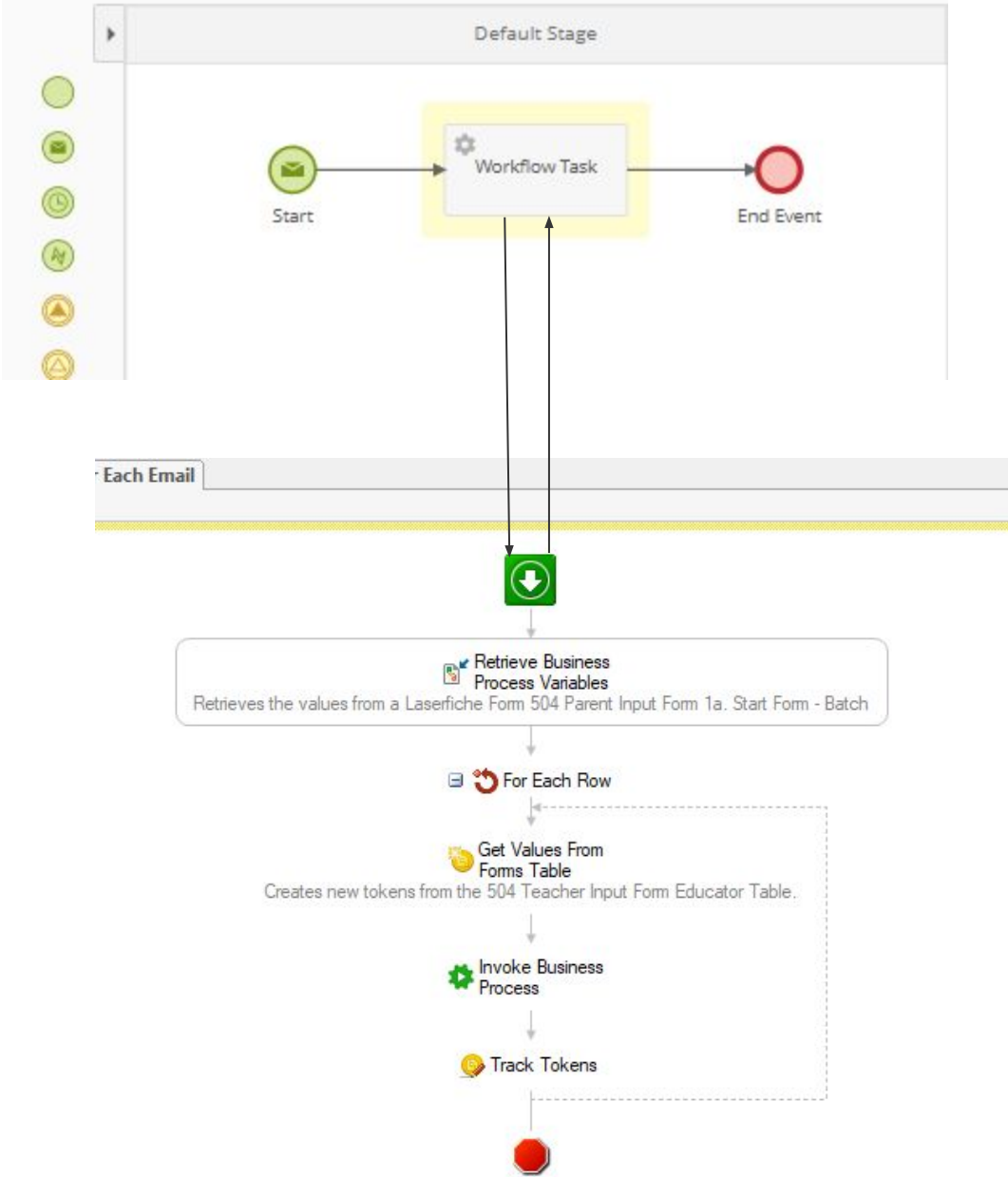
Student First Name

Student Last Name



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Process Diagram



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§ 504 Student Feedback

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Submission Date*

Date will be captured on form submission

Student Information

Student ID (?) *

1234

Student First Name

Student Last Name

Student Email Address *

pwlake@prosper-isd.net

Student Campus Level *

- ☐ Elementary School (Pre-K to 5th)
- ☐ Middle School (6th to 8th)
- ☒ High School (9th to 12th)

High School Student Grade Level *

- ☐ 9th Grade ☐ 10th Grade ☒ 11th Grade ☐ 12th Grade

Which high school does the student attend? *

Walnut Grove High School



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Needs and Challenges

What subjects do you find most difficult? Why? *

What are some of the challenges you face in the academic setting? *

Are you struggling academically? Provide specific details. *

Are there specific tasks or activities that are particularly hard for you? *

Do you ever feel overwhelmed at school? *

Are you struggling behaviorally? *

☐ Yes

☐ No

When does this happen most often?



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Communication and Support

How would you like to communicate with your teachers? (face to face, emails, chats) *

How would like your teachers to remind you about assignments or important dates? *

Is there anything else you would like your teachers to know about how you learn best? *

Anything else you would like to add?

Self Advocacy

Do you feel comfortable asking for help when you need it? *

Is there anything that could help you feel more comfortable speaking up for yourself in class? *

What is the best way for you to let your teachers know if you're having trouble? *



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504 Parent Input - Initial

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Student Info

Page 1 of 3

If you need language support on this form, please email 504LanguageSupport@prosper-isd.net for further assistance.

Submission Date *

Date will be captured on form submission

To partner in developing your child's Section 504 plan, you are invited to answer the following questions. If you would prefer to provide this information by phone, please contact the campus §504 Coordinator.

Student Information

Student First Name *

First

Student Last Name *

Last

Student ID Number *

90001234

Student Home Language *

English

Student Date of Birth *

11/22/2024

Student Address *

Street Address

100 Main St

Address Line 2

City

Prosper

State

TX

Zip Code

12345

Country

USA



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