TN | PULSE

Planning for Unique Learning Success and Excellence

TN Pulse- 504 Quick Reference Guide

Logging In

1. Open your web browser (Internet Explorer, Firefox, Chrome, etc.). Type the following web address for Single-Sign-On.

https://tnpulse.pcgeducation.com/easyiep.plx?op=openid_connect_login&OpenID_Set=1

2. When clicking the link, the user will be redirected to the TN Department of Education login. Enter your email address and click **Next** to enter your password or **Pick an Account** if there are multiple accounts available.
3. Enter your password.
   - Please change your password on your first login.
   - Remember that passwords are case sensitive!
4. Click **Sign In**.

Main Menu & Message Center

- The Message Center can be used by your district and Public Consulting Group to post messages and add information regarding updates or scheduled site maintenance.
- The Resource Library at the bottom of the page has school district and PCG reference materials that you can download.
- The Message Center is the most secure way to access recent messages, alerts, and action items. If you need to ask a question or report an issue through Zendesk, simply click on the **envelope** in the top right corner of the screen for a form to generate on the bottom right side of the screen.
- Due to FERPA requirements, please use the Message Board when needing to exchange confidential information. *DO NOT use email to send us student-level information.*

Searching for a Student

1. From the Main Menu, click the **Students'** tab.
2. Either search for a specific student by entering their Last Name, Student ID or other information OR click **View My Caseload**.
   - The student's name will not appear on your caseload unless you have been added as a Team Member for that student. To add yourself to a student's Team, follow the **Team/Parents Tab** instructions below.
3. Choose the specific student by clicking on their blue hyperlink name.
   - *From here the menu tab will change!*

Team/Parents Tab

1. After selecting a student, click the **Student Info** tab dropdown in the light blue student menu. Click **Team/Parents.**
2. In the **Team** section, select the domain (special education, section 504, ILP or ILP-D) and use the dropdown menu to select the **Committee Chairperson.**
3. Select **504 Team** to add more individuals to the student's 504 team

504 PROCESS

504 Committee Information

The **504 Committee Information** page allows users to select the **504 Team**, add or view details for Parents/Guardians, view or update student information, create documents, confirm consent events, and view previously generated documents.

1. To add a **Committee Chairperson**, select a name from the dropdown menu and click **Save**. This should be the student's 504 case manager. Once saved, click **Select Section 504 Team** in the right-hand corner to add additional team members. These team members can be restricted to 'view only' access by checking the box in the corresponding column next to their name.
2. To edit or view a parent or guardian's details, select the **pencil** icon. If a parent or guardian has not been added to the student's record within the system, that information can be added here by clicking on the **Add New Parent/Guardian** button.
3. Student demographic information will automatically populate on the page. If any fields are incorrect, please contact your district administrator.
4. The following five documents are available for creation from this page. While the system does not require that you create every document in order to proceed with the 504 process, it is best practice to use these documents. Please contact your district level 504 coordinator if you have questions about when to create each document.
   a. Initial Consent for Evaluation
   b. Consent for Reevaluation
   c. Procedural Safeguards
   d. Invitation for a Meeting
   e. Manifestation Determination

Note: The Initial Consent for Evaluation document will change to the Consent for Reevaluation once the student has an eligibility determination.

5. After creating an Initial Consent for Evaluation or Consent for Reevaluation document and receiving a parent/guardian response, select either **Confirm Receipt** or **Denial of Consent for Evaluation/Re-Evaluation.** Once an option is selected, a pop-up will appear prompting the user to provide the date of receipt or denial. After a date is selected, it will populate in the space below. Click **Confirm Consent** or **Confirm Denial** to save.
   Note: Confirming receipt of consent will cause the system to display the green "5" compliance symbol for the student. The symbol will display yellow after 30 days, and red after 60 days, unless an eligibility document is finalized for the student.

504 Eligibility

The first four questions are required to complete this step in the process and advance to the next.

- Question #1 describes the student's present impairment.
- Question #2 identifies the student's specific impairment.
- Question #3 provides major life activities impacted by the impairment and if the activity is substantially limited.
- Question #4 indicates the severity of the impairment and the impact on the student's school environment.

1. Select an option by **checking the box** that best describes the student's present circumstance: (a) has a physical or mental impairment, (b) has a record of such an impairment, or (c) is regarded as having such an impairment.
2. Select the student's impairment(s) from the dropdown(s) and provide any details related to the impairment. If you do not find the impairment you need, select "Other" from the dropdown and enter the name of the impairment in the details field.
3. Select which **Major Life Activities**, if any, are impacted by the impairment(s).
4. Select the eligibility option from the list that best describes the student. If the first option is selected, the student is considered **504-eligible**. The remaining options describe reasons for **504 non-eligibility** determinations.
5. The last section of the **504 Eligibility** page allows users to include any supporting documentation used as a part of the eligibility determination process. Include any supporting documentation used as a part of the eligibility determination process.
6. Click **Create Draft** or **Create Final.** Once the eligibility document has been finalized, the student's eligibility determination will be recognized by the system. The student's compliance symbol will appear as yellow for 30 days, and then red after 30 days, unless a service plan document is finalized for the student.

504 Services and Accommodations

After completing the **Eligibility Report** page, the last section in the 504 Process is the **504 Services and Accommodations** page. This is where the student's Section 504 Service Plan content is entered.

1. Select **Yes** or **No** indicating whether the student will receive 504 services in addition to accommodations. If **Yes** is selected, the user must then click **Add Services**.
2. The modal that appears will indicate all required fields. However, selecting the "As Needed" box will remove some of the required fields. Note also that the 'Responsible Committee Member' dropdown populates the titles of team members added in previous steps.
3. Under the **504 Accommodations** section, locate the category that best describes the student's accommodation(s).
4. Select **Add 504 Accommodations** next to the appropriate category. In the modal that appears, select the appropriate accommodation area from the dropdown. This will display the list of associated accommodations.
5. Check the boxes for the desired accommodations/modifications. If the accommodation/modification is not listed, you can add your own by choosing **Other** and typing in the blank space provided.
6. Click **Save**.
7. Add any additional details using the text box that displays below each accommodation. Once all accommodations are added and saved, click **Create Draft 504 Plan** or **Create Final 504 Plan**.
8. Once the service plan document has been finalized, the system will recognize the student as compliant and display the green "5" compliance symbol. The symbol will change to yellow 30 days before the annual review date for the plan and/or the three-year re-evaluation date for the eligibility.

Logging Out

****Always Log Out and Exit the Browser ****

1. Click the **Log Out** tab on the menu bar.
2. After you log out, close your browser.
   - Click on **File** in the upper left hand corner of your screen and then choose *Exit*.
   - Mac users - Click the ☐ in upper left hand corner of screen.
   - PC users - Click 'X' in upper right hand corner of screen.

   Note: If you do not log out and close your browser, anyone can access information in TN Pulse or record information under your log-in name.