

## INFORMATION ABOUT THE 504 PLAN

A 504 plan is a blueprint for how a school can help to provide supports and remove barriers for a student with a medical illness or disability, so any student has equal access to the general education curriculum.

These plans prevent discrimination and protect the rights of students with disabilities in public schools. They're covered under Section 504 of the Rehabilitation Act, which is a civil rights law. These plans are not part of special education, so they don't provide individualized instruction, like IEPs do. The purpose of 504 plans is to give kids with disabilities access to the same education their classmates are getting.

If you do not already have one, we recommend you set up a 504 plan at school to have appropriate headache-related accommodations.

**Please contact our nurses via Mychart or** by calling 415-353-9531 to **place the request for a 504 plan letter for headache-related accommodations.** Please allow two-weeks for all letter requests.

Our standard 504 letters often include accommodation requests including the following:

- **Hydration:** Please allow opportunity for hydration and for the student to keep a water bottle with them. Please also allow trips to the bathroom as needed, as increased hydration has been encouraged.
- **Absences:** We encourage school attendance when it is at all possible, however late arrivals, absences, and leaving early from school due to headaches should be excused.
- **At onset or worsening of migraine episodes:** Please allow the student to take their acute medications and rest in a safe and quiet area at the nurse's office, or a supervised area. If requested, please allow parent or guardian to be contacted, should the student need to be picked up.
- **Assignments:** Please allow extra time to complete assignments and exams, as productivity can be greatly reduced during migraine episodes. When possible, please give assignments one week beforehand so that the student can work on them when migraine headaches are less disabling.

- **Screen time:** Migraine headaches can be exacerbated by extended screen time exposure. Please minimize time the student is required to be using a computer/tablet, particularly during a migraine exacerbation.
- **Note Taker/Peer tutor:** If desired, please provide tutoring or pairing with a friend who would be willing and able to share notes.
- **Environment:** Migraine headaches can be exacerbated by movement, overheating, dehydration, light, sounds, and smells. This student should be on modified PE during a migraine exacerbation. Please allow the student to participate in physical activities as able and allow rest/hydration as needed.
- **Privacy:** It is expected that you keep this medical information confidential.

If you feel additional accommodation requests would be beneficial for your child based on past experience with the school, please let the nurses know.

Once you have the official letter requesting a 504 for your child on hand, **you will need to request a meeting with the school to discuss this plan.** We have drafted a **“template letter”** that can be used to place this request (included in your folder). Please also bring our informational **“Headache: Information for Educators”** handout to the meeting to provide the school team with some additional knowledge about headache disorders. Additionally, it will be helpful to bring the **“Questions for School”** information sheet to help guide your conversation with the school board.

If you have any questions or concerns, please don't hesitate to call the office at 415-353-9531.

Sincerely,

**Child & Adolescent Headache Program**  
*UCSF Benioff Children's Hospitals*