

Web504[®]

A product of Faucette Micro Systems, Inc.



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This document outlines the features included in a standard package of Web504. The standard package can be improved upon by adding extra options.

» General Features

- › Personalized headers and footers, provided they fit on the standard forms
- › Programmed forms, including (but not limited to):
 - Proposed Assessment and Consent to Assessment
 - Notice of 504 Plan Team Meeting
 - 504 Plan Teacher Feedback Form
 - Section 504 Plan
 - Manifestation Determination
- › Blank versions of above forms
- › Library forms, including (but not limited to):
 - 504 Regulations
 - Notification to School Personnel
 - Procedural Safeguards Parents Rights
 - Referral for Accommodations Plan
- › Spanish library forms, including (but not limited to):
 - Proposed Assessment and Consent to Assessment
 - Notice of 504 Plan Meeting
 - Section 504 Plan
 - Procedural Safeguards Parents Rights
 - Referral for Accommodations Plan
- › Upload of PDF documents to store with the student record
- › 1-year subscription to training videos
- › Tech support (via phone and email), Monday-Friday, 8-5 (minus holidays)
- › Over 160 pre-defined validations
- › Draft-printing for non-finalized 504 plans
- › Online history of completed 504 plans (for system-generated and non-system plans)
- › Emails notifying teachers to complete their Feedback form
- › Emails notifying teachers to read and acknowledge a 504 plan is ready to implement
- › Various reports, including (but not limited to):
 - Web504 Status Report
 - Web504 Student List
 - Web504 User List
 - And more

- › Data encryption and high-level security
- › Ability for users to maintain their own password
- › Different modes allowing users to either edit or simply view student data
- › Display of real-time status for each student's 504 plan

» **Administrative Features**

- › District announcement capability (announcements are seen at user login)
- › Admin reports, including (but not limited to):
 - Web504 Finalized Log
 - New 504 Started Report – by Student or by User
 - Web504 Student Access Report – by Student or by User
 - And more
- › Support documents
- › Group-management (management of non-admin users) and fine-tuning of groups
- › Capability to generate random complex passwords for users

» **Optional Features (above standard package)**

- › Master Schedule Interface: Web504 can use the district's SIS Master Schedule to look up and import current teachers for a given student. A “Back to School” process also uses this feature to identify teachers and notify them that a student with a 504 Plan is in their caseload. If this interface is not used, the teachers can be added to the 504 team manually.
- › Active Directory Authentication: Web504 can leverage your District's Active Directory (AD) domain to use the same username/password as your network login. This simplifies the maintenance of username/password combinations. A district can use any combination of AD and non-AD users and does not have to go exclusively with one method or the other.
- › Student Demographic Import: Web504 offers an automated upload of student data. This feature can be used when students not yet in Web504 are added to the system. The import improves accuracy of data without having to manually enter basic demographic information when adding the student to Web504. This process also identifies when a student changes schools so the new principal is notified that a student with a 504 plan has moved to their school.
- › Teacher and User Import: Web504 can import teachers and other users from a district's Student Information System to speed up the setup of new users. This saves staff time from having to manually set up users.
- › Custom forms: A district can supply their own custom forms to use within the program. Use of custom forms may limit the sharing of students and 504 plans with neighboring districts that use Web504. However, it provides a more personalized approach to creating and implementing 504 plans.