SECTION 504 PROCEDURES CHECKLIST

[District Forms are identified in Bold type]

- A situation is recognized that calls for consideration of a referral. **Section 504 Referral** is completed, or referral is considered as a result of IDEA action.

- Parent is notified of referral and 504 meeting -- **Parent Notice of Section 504 Referral**; **Parent/Student Rights** is sent to the parent with this notice. The **Student Record Review** is completed by school staff.

- A meeting is held to discuss referral and determine need for additional evaluation. Review **Parent/Student Rights. Notes** of the meeting are kept; the parent may have a copy if requested. If it is determined that further evaluation is needed, the parent is asked to give permission [**Permission for Section 504 Evaluation**]. If permission is denied, end the meeting and contact the District 504 Coordinator.

- When evaluation is completed (within 50 schools days), a **Notice of Conference** is sent to the parent; the meeting is held to discuss the evaluation results and determine 504 eligibility. The **504 Eligibility Determination** form is completed, and documents the team decision. **Parent/Student Rights** are given**; Notes** of the meeting are kept. If the student is determined to be ineligible for 504 protections, the parent is notified (copy of **504 Eligibility Determination**). If the student is eligible under Section 504, the **Section 504 Accommodation Plan** is developed at the meeting; implementation begins immediately. The **504 Accommodation Plan** is placed in the 504 file, with all other 504 documentation. A copy is kept in the Student Cumulative folder. Copies of **504 Eligibility Determination** and **504 Accommodation Plan** are given to the parent and sent to District 504 Coordinator.

- The **504 Accommodation Plan** is reviewed at least annually; a **Notice of Conference** is sent to parents. **Notes** of the meeting are kept. A new **504 Accommodation Plan** is developed, or, following a reevaluation, the **Notes** indicate that the student is no longer eligible. A copy of **Parent/Student Rights** and other forms are given to the parent.

- A reevaluation is conducted at least every three years, or whenever there is a question of continued eligibility or a change in placement. **Notice of Conference** is sent to the parent, and a meeting is held**. 504 Eligibility Determination** is completed. A new **504 Accommodation Plan** is developed if appropriate. A copy of those forms and **Parent/Student Rights** is given to the parent.

- When a student with a current **504 Accommodation Plan** graduates or ages out, the emancipated student or parent will be given a copy of **Summary of Performance Upon Completing School**. Copies are placed in the 504 file and sent to the District 504 Coordinator.