



## Checklist for Section 504 Eligibility Review

- \_\_\_\_\_ A signed copy of *Section 504 Student Review Request Form* is forwarded to the school. This form will serve as Part 1 of the accommodation plan. (page 1)
- \_\_\_\_\_ Building 504 coordinator or designee completes page 1 of the *Section 504 Accommodation Plan*.
- \_\_\_\_\_ Meeting time and location are set.
- \_\_\_\_\_ Eligibility team members are notified of meeting time, location, and any information they may need to bring to the meeting.
- \_\_\_\_\_ Parents are provided a copy of *Parent/Student Rights under Section 504 and Parent Notice: Section 504 Student Eligibility Meeting*. (page 3)
- \_\_\_\_\_ Signed copy of *Parent Notice: Section 504 Student Eligibility Meeting* is secured by building 504 coordinator or designee (not required to proceed with an eligibility review meeting). (page 4)
- \_\_\_\_\_ Part 3a and 3b of the *Section 504 Accommodation Plan* is to be completed at all eligibility meetings. (page 5 & 6)
- \_\_\_\_\_ Part 4 of the *Section 504 Accommodation Plan* is completed if the student is found to be eligible for a Section 504 plan. The first page of Part 4 is a summary of the accommodation plan. A copy of this page is to be given to individuals responsible for implementing the plan. (page 7)
- \_\_\_\_\_ The final page of the *Section 504 Accommodation Plan* is the “sign off “ sheet and is to be completed at every eligibility meeting. Secure signatures from parents and all team members. (page 8)
- \_\_\_\_\_ Identify tentative date for next review of the plan (usually done yearly).
- \_\_\_\_\_ The original *Section 504 Accommodation Plan* is filed in the student’s cumulative file.
- \_\_\_\_\_ If a plan is no longer needed by the student it must be officially terminated through review by an eligibility team. Completing and attaching the one page *Section 504 Termination Form* to the front of the plan does this. Terminated plans are filed in the student’s cumulative file. (page 9)
- \_\_\_\_\_ Parent is notified in writing of any action taken by a 504 eligibility Team, copied to the student’s cumulative file. (page 10)