



504 Checklist

Activity	Date	Notes
1. Notify parents of intent to evaluate. Obtain Consent for 504 evaluation and provide parents/guardian with 504 brochure , DCG 504 Manual , parental rights, and district grievance procedures.		
2. After the consent is returned, start the evaluation and handout the Teacher Input Form and Parent/Student Interview Form to those who are knowledgeable about the student. <ul style="list-style-type: none">● Invite professionals to participate who can interpret data, are familiar with the student, and can allocate building and district resources.● Involve the school nurse for mental and physical health conditions (consider a health screening for all students to rule-out hidden health conditions).● Obtain releases for health information if screening is positive. If a release cannot be obtained from a parent or the parent chooses to not sign a release, the team will continue with the evaluation with the current and available information.● The evaluation must include multiple sources of information (interview parents and teachers, record review, observations, teacher/student interactions, academic scores, grades, attendance, work products, standardized test scores health records, outside records/resources).● Teachers continue to implement relevant accommodations and document results.● Complete evaluation within 60 days of when parental consent is obtained.		
3. Building 504 coordinator completes the 504 Eligibility Determination form. This form will be kept in the student's cumulative file.		
4. Building 504 coordinator drafts a 504 Plan accommodation plan. (copy kept in Infinite Campus) <ul style="list-style-type: none">● List accommodations in concrete terms and identifies person responsible		

<ul style="list-style-type: none"> ● List services provided (i.e., health) and reference documents (i.e., IHP). ● Building 504 coordinator appoints plan administrator who oversees communication, plan implementation, and serves as a contact person. 		
<p>5. Notify parent/guardian regarding meeting dates either by phone or in writing (letter or e-mail).</p> <ul style="list-style-type: none"> ● Conduct the 504 meeting with participants who can interpret data, are familiar with the student, and can allocate building and district resources. ● After the meeting, provide parents with a copy of the final plan within 48 hours (entire evaluation process not to exceed 60 days). 		
<p>6. Provide on-going written notification after meetings are held to determine eligibility, review and update the plan, conduct a reevaluation, or discontinue a plan.</p> <ul style="list-style-type: none"> ● Annual Review conducted by participants who can interpret data, are familiar with the student, and can allocate building and district resources to ensure continued access. ● Reevaluation conducted at least every 3 years, in place of an annual review. Additional data will be collected to determine current needs and eligibility. ● Eligibility form to use when a 504 plan is discontinued ● The Student Accommodation Request may be completed upon or prior to graduation for students planning to attend post-secondary education as requested by the student and college. ● Complete the Manifestation Determination prior change in placement due to disciplinary procedures 		
<p>7. Keep all paperwork required and used for evaluation in a secure location housed within the building and upload the copy of the 504 plan to infinite campus under counseling documents.</p>		