

Section 504 District Checklist

General Requirements

	Section 504 Coordinator is identified and trained.
	District publishes contact information regarding the Section 504 Coordinator on an annual basis in all public documents, website, parent and student handbooks.
	District plan has been reviewed and updated within the last school year that clearly outlines Child Find, referral, evaluation and implementation procedures to ensure compliance.
	Grievance procedure is developed, operational, and accessible. This is provided to parents at each meeting and is published in district materials.
	Information regarding Section 504 is published and accessible to all students, parents/guardians, and school employees.
	Staff is trained in district procedures related to Child Find, referral, evaluation, implementation and the grievance process.
	Records are maintained to support district compliance and implementation.

Implementation of Section 504

Procedure (district plan) is in place to:

	Route student referrals to building representative who then initiates the evaluation process.
	Notify parents/guardians of intent to evaluate, obtain parental consent and give parents a copy of their rights.
Ensure that during the evaluation:	
	o Data is collected and analyzed by those who are knowledgeable about the student
	o Evaluation includes multiple sources of information
	o Information provided by the parent is considered at part of the evaluations
	o Timeline does not exceed 60 days from date parental consent is obtained
	o Required paperwork is completed and placed in a confidential location determined by the district
	Notify parent/guardian and all participants regarding meeting dates.
	Provide ongoing written notification to the parent or guardian after meetings are held to determine eligibility, review or update the plan, conduct a re-evaluation, or discontinue a plan. <i>(It is recommended that district grievance procedures should also be included with each notification.)</i>
	Designate a staff member(s) to write the plan for eligible students to address documented areas of need.
Designate a staff member to manage the Section 504 Plan by:	
	o Serving as the contact person for staff and parents
	o Overseeing its implementation
	o Monitoring its effectiveness and revising with the team as needed
	o Scheduling reviews of plans
	o Ensuring that the plan follows the student during transition (i.e. teacher, building, post-secondary)
	o Reconvening the team to discontinue the plan when it is no longer needed

Inform students when transitioning to post-secondary education as to how Section 504/ADAAA 2008 applies to college/community college and facilitate completion of Student Accommodation Request (SAR) form.

Referral

	Referral is made to building administrator or Section 504 representative
	District 504 Coordinator is notified of referral
	Parents/guardians will be notified of referral, if not initiating request, and provided a copy of their parental rights
	Signed consent for evaluation is obtained

Evaluation

	Leader invites professionals to participate who can interpret data, are familiar with the student, and can allocate building/district resources.
	For mental or physical health conditions, school nurse collects additional data to determine impact at school, need for accommodation, and required health services. <i>(Consider health screening for all students, during an evaluation, to rule out hidden conditions.)</i>
	Signed Release of Information is requested from parents/guardians to communicate with private primary service providers such as physicians, therapists, counselors, psychologists, tutors...
	School records are reviewed to determine attendance, academic performance, work products, standardized testing scores...
	Input from teachers and parents is obtained in writing or by interview.
	Teachers continue to implement relevant accommodations and document results.
	Leader insures all sources of information are documented.
	Once evaluation is complete, meeting is scheduled. Parents and team are invited.

Eligibility Determination

	Data is summarized and team determines eligibility based on findings.
	Remainder of Section 504 Plan is completed.
	If eligible, team may elect to bring a draft plan to be finalized at the meeting, write the plan during the meeting, or schedule another meeting to write the plan.
	Parental notification is completed.

Written Plan

Team creates a plan to address need for accommodation and possible services that:	
	○ Lists accommodations in concrete terms and identifies person responsible.
	○ Lists services provided (i.e. health) and references documents (i.e. IHP)
	Leader becomes or appoints a plan administrator who oversees communication, plan implementation, and serves as a contact person.
	Have those participating in the meeting sign off to document who participated in the meeting and development of plan. Final copy is mailed to parent/guardian.

Ongoing Requirements

	Periodic team review is recommended with changes made to plan as indicated. <i>(Best practice is to meet annually and/or as needed to meet the needs of student.)</i>
	Additional data is collected as needed for reevaluation. <i>(Interpreted to mean at least every three years. Again, best practice is to be completed on an annual basis as team determines the effectiveness of the current Section 504 Plan)</i>
	Plan is discontinued by team if no longer needed.
	Conduct and document reevaluation.

Section 504 Preparing for the Team Meeting

Section 504 meetings should be scheduled on an annual basis to review the progress and success of any accommodations that have been provided for students who have been identified as having a disability which “substantially limits” a student ability to demonstrate academic progress and success in regular education.

A full review and evaluation of services and qualifications should be conducted every three years.

Schools need to determine who should serve on the 504 Team. Some suggestions are:

School Nurse	Guidance Counselor
Teachers (current/past)	District 504 Coordinator
Principal/Superintendent	Parent

Documentation should be present for evaluation, review and determination:

- Academic performance records
- Testing performance records
- Accommodations and results provided in the past
- Documentation of problems and previous remedies
- Current information and recommendations from informed professionals

The team will evaluate the extent to which accommodations were required and if the student continues to qualify for Section 504.

Important things to remember:

Determination of Section 504 eligibility is a team decision.

If the team determines eligibility, the team develops a plan based on the needs of the student to ensure they make available every opportunity to participate in a Free Appropriate Public Education as well as every opportunity to participate in activities made available to other students.

A physician’s diagnosis does not automatically result in eligibility for Section 504.

Qualification for Section 504 is not a “permanent” designation of eligibility. Upon review, eligibility must be determined by a team to have found that a student has a mental or physical impairment that substantially limits a major life activity and is in need of educational related accommodations.