

## 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 Section 504 meeting using **Meeting Invitation to Parents**; and **Parent 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 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 using **Parent Permission for Section 504 Evaluation**. If permission is denied, end the meeting and contact the district Section 504 coordinator.
- When evaluation is completed (within 50 schools days), a **Meeting Invitation to Parents** is sent to the parent; the meeting is held to discuss the evaluation results and determine Section 504 eligibility. The **Section 504 Student Eligibility** form is completed and documents the team decision. **Parent Rights** are given; **Notes** of the meeting are kept. If the student is determined to be ineligible for Section 504 protections, the parent is notified (copy of **Section 504 Student Eligibility**). If the student is eligible under Section 504, the **Section 504 Accommodation Plan** is developed at the meeting; implementation begins immediately. The **Section 504 Accommodation Plan** is placed in the Section 504 file, with all other Section 504 documentation. A copy is kept in the Student Cumulative folder. Copies of **Section 504 Student Eligibility** and **Section 504 Accommodation Plan** are given to the parent and sent to the district Section 504 coordinator.
- The **Section 504 Accommodation Plan** is reviewed at least annually; a **Meeting Invitation to Parents** is sent to parents. **Notes** of the meeting are kept. A new **Section 504 Accommodation Plan** is developed, or, following a reevaluation, the **Notes** indicate that the student is no longer eligible. A copy of **Parent 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. **Meeting Invitation to Parents** is sent to the parent, and a meeting is held. **Section 504 Student Eligibility** is completed. A new **Section 504 Accommodation Plan** is developed if appropriate. A copy of those forms and **Parent Rights** is given to the parent.
- When a student with a current **Section 504 Accommodation Plan** graduates or ages out, the emancipated student or parent will be given a copy of **Summary of Performance upon Leaving School**. Copies are placed in the Section 504 file and sent to the district Section 504 coordinator.