

Section 504 Checklist: **District**



General Requirements

Section 504 Coordinator and a Section 504 Compliance Officer are identified and trained.

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.

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 administrator or representative who then initiates the evaluation process.

Notify parents of intent to evaluate, obtain parental consent* and give parents a copy of their rights.*

Ensure that during the evaluation:

- data is collected and analyzed by those who are knowledgeable
- evaluation includes multiple sources of information
- information provided by the parent is considered as part of the evaluation
- timeline does not exceed 60 days from date parental consent is obtained
- required paperwork is completed and placed in a confidential location determined by the district. (May store in cumulative file.)

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 reevaluation or discontinue a plan. (It is recommended that district grievance procedures should also be included with each notification.)

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:

- serving as the contact person for staff and parents
- overseeing its implementation
- monitoring its effectiveness and revising with the team as needed
- scheduling reviews
- ensuring that the plan follows the student during transition (i.e., teacher, building, post secondary¹)

Reconvening the team to discontinue the plan when it is no longer needed.

¹ Inform students when transitioning to post secondary education as to how Section 504/ADAA 2008 applies* to college trade schools and facilitate completion of SAR form.*

*Denotes forms and resources available on <http://www.heartlandaea.org/educators/cia/section504>

Section 504 Checklist: **Student**



Referral

Referral is made to building administrator or 504 representative.

District 504 Coordinator is notified of referral.

Parents will be notified of referral, if not initiating request, and provided a copy of their parental rights.* Signed consent* for evaluation is obtained.

Evaluation *(Completed in < 60 days from the time signed consent is returned)*

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. (Consider health screening for all students, during an evaluation, to rule out hidden conditions.)

Signed Release of Information* is requested from parents 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 on Eligibility Determination form.*

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 Eligibility Determination* form 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.

Final copy is mailed to parent.

Ongoing Requirements

Periodic team review is recommended with changes made to plan as indicated. (Interpreted to mean at least yearly and as needed to provide access.)

Additional data is collected as needed for reevaluation. (Interpreted to mean at least every three years.)

Plan is discontinued by team if no longer needed.

Conduct and document three-year reevaluation.

*Denotes forms and resources available on <http://www.heartlandaea.org/educators/cia/section504>