504 Meeting Checklist

Before the meeting:

- ☐ Contact parents new to the 504 process to explain the purpose of the meeting and identify any questions and concerns.
- ☐ Schedule meeting with participants, including parents.
- ☐ Send meeting notice reminding parent of date, time and location of meeting. (optional)
- ☐ Gather pertinent information to be shared at the meeting: updates from teachers, assessment reports, medical/health information, etc.
- ☐ Develop meeting agenda.
- ☐ Arrange for any necessary interpreters or accommodations for meeting participants.
- ☐ Complete portions of the Section 504 Eligibility Determination Report that can be completed before the meeting.
- ☐ Bring all current forms to the meeting.

During the meeting:

- ☐ Introduce the participants and their roles.
- ☐ Clarify purpose of the meeting.
- ☐ Review agenda.
- ☐ Identify note-taker for meeting (if using one).
- ☐ Facilitate student's input or participation.
- ☐ Lead group through agenda – do time-checks as needed.
- ☐ Complete Section 504 Eligibility Determination Report (if new to 504).
- ☐ Complete Section 504 Plan (if needed), or revise as needed.
- ☐ Provide copies of Report and Plan to parents or tell them when they will get a copy.
- ☐ Provide Statement of Parent Rights to parent (keep signed copy for Cumulative File).
- ☐ Thank everyone for participation and cooperation.

After the meeting:

- ☐ If using meeting notes, review and put final copy in Cumulative File, along with a copy of the eligibility and 504 plan.
- ☐ If parents did not receive documents at meeting, provide copies.
- ☐ Send documents to central office if required.
- ☐ Be sure all teachers know and understand their responsibilities under the 504 plan.
- ☐ Calendar check-ins to monitor implementation of plan. Keep log of contacts related to implementation of plan.
- ☐ Calendar annual review date, and at least one month earlier to begin "before meeting" review process.