

Student Name: _____

Date: _____ Grade: _____

Section 504 Plan File Checklist

Check type of meeting, then check all documents before sending to Special Programs Office.

- Initial Eligibility**
 - Parent's Rights offered
 - Prior Notice/Consent for Evaluation
 - Request for Medical Info (if returned)
 - Reports or evaluation data if available
 - Initial Evaluation/Eligibility Determination/Plan document
 - Additional meeting notes page or Accommodations Checklist if used

- Annual Update (with meeting)**
 - Parent's Rights offered
 - Student Accommodation Plan Annual Review document
 - Reports or evaluation data if available
 - Additional meeting notes page or Accommodations Checklist if used

- Annual Update (without meeting)**
 - Parent's Rights offered
 - Annual Accommodation Plan Continuation Agreement document
 - Additional meeting notes page or Accommodations Checklist if used

Distribution Checklist (copies to all except Special Programs Office may be digital)

- Original with all documents checked above to Special Programs Office
- Copy of 504 sent to parents
- Copy of 504 sent to student cum file
- Copy of 504 sent to Counselor's office
- Copy of 504 sent to relevant staff
- Copy of 504 sent to Dining Services Department as appropriate
- Copy of 504 sent to Transportation Department as appropriate