

Dimmitt ISD

Section 504 Checklist

Student Name _____

Grade: _____ Date: _____ School: _____

_____ Section 504 Referral completed following a campus assistance team meeting and decision to refer. Please attach the CAT meeting notes.

_____ Parent referral for Section 504 services - the campus team meets to determine if an evaluation is needed. If not, the parent should be provided prior written notice (following IDEA procedures) and must be provided Section 504 procedural safeguard.

_____ Notify District 504 Coordinator by email of the student referral.

_____ Notice and Consent for 504 Evaluation w/ Procedural Rights

_____ Parent signs CONSENT or REFUSAL for evaluation and signs receipt of rights.

DATE: _____

_____ Parent completes Parent Input for Section 504 Evaluation

_____ 504 Evaluation (use Teacher Input form, data collection, norm-referenced testing) completed and summarized on Section 504 Plan (1)

_____ Notice of Section 504 Meeting (required after every evaluation, and annually)

_____ Hold Section 504 Meeting, completing Section 504 Plan

_____ Distribute Section 504 Accommodations to Teachers with receipt of accommodations

Additional Information as applicable:

_____ Manifestation Determination - changing placement to DAEP, etc

_____ Behavior Intervention Plan - continued behavior concerns

_____ Exit Record