

504 Meeting Agenda

1. Welcome and Introductions

- a. Ensure the 504 committee includes at least three persons with knowledge of: 1) the student; 2) the meaning of the evaluation data; and 3) placement options.
- b. The administrator will read the confidentiality statement: **"All matters discussed in this meeting concerning the student are confidential and will only be shared with those who have a legitimate educational interest in the student."**

2. Review the purpose of the meeting.

Purpose of the meeting is to determine the needs of (*Student Name*) for Section 504 services.

3. Required Documentation

- a. At each meeting, parents must receive a copy of the 504 Procedural Rights and contact information of who to call if they have questions.
- b. At initial Section 504 meetings, parents must have been given consent for a 504 evaluation and must give consent for Section 504 placement.

4. Data Reviewed and Considered

Review data collected regarding student's current performance and/or needs. Can include but is not limited to report cards, work samples, grades, district assessments, state assessments, outside evaluations (medical or other), dyslexia data/ evaluation, parent/student input, teacher input, attendance and educational history.

5. Eligibility Criteria and Analysis

- a. Can the committee determine if there is a mental or physical impairment present?
- b. Is the impairment affecting a major life activity?
- c. Does this impairment substantially limit the student in the educational environment (do not consider mitigating circumstances). If so, develop an accommodation plan.

6. Development of an Accommodation Plan

- a. What accommodations are needed to address the qualifying impairment?
- b. Remember to include behavior strategies if needed.

7. Review Minutes, Obtain Signatures of Committee Members, Distribute Copies to Parents and Appropriate Teachers and Adjourn.

* A Section 504 Evaluation must be completed at least every three years and reviewed by the section 504 Committee. A Section 504 Plan meeting must be held at least annually and when there is a significant change of placement.