**Section 504 Building Coordinator Procedures Checklist**

 Initial Referral/Eligibility/Accommodation Development Procedures

**Student Name:**      Date:

Referred by:

**Step 1—Defining the Disability**

 [ ]  Section 504 Building Coordinator (and others if determined appropriate) may meet with parents/guardians to discuss referral and determine need for evaluation.

 Date:       [ ] Letter [ ] E-mail [ ] Phone Call [ ] Meeting

 [ ]  If it is determined that an evaluation is needed, the parent will be asked to give signed consent.

 [ ]  Ask parent to sign “Parental Consent to Initial Section 504 Evaluation and Notice of Procedural

 Safeguards” Form **Date Signed:**

 [ ]  Provide parent with “Parent Questionnaire” and “Consent to Obtain and Release Information” forms (when applicable)

[ ]  Determine additional information necessary to complete Section 504 Evaluation. Insure that necessary staff members are informed of their responsibility to collect data needed to complete the evaluation.

 [ ]  Provide teachers with “Teacher Input” forms

 [ ]  Consult the School Nurse regarding health records and screening

**Step 2—Collection of Information to Document Section 504 Eligibility**

 [ ]  Complete evaluation. Collect data from appropriate sources (within 60 days from date of consent)

 [ ]  Parent Interview

 [ ]  Teacher Input

 [ ]  School Nurse

 [ ]  School Records

 [ ]  Outside Sources (Physician, Counselor, Psychologist)

 [ ]  Other:

**Step 3—Eligibility Determination**

 [ ]  When the evaluation is complete, notify parents/guardians and schedule a Section 504 team meeting to determine 504 Eligibility.

 [ ]  Notify parents and other participants of Determination Meeting

 Date:       [ ]  Letter [ ]  E-mail [ ]  Phone Call [ ]  Meeting

Meeting Date:       Time:      Location:

 Continuation

 [ ]  Hold meeting to determine eligibility

 [ ]  Provide parents/guardians with “*Section 504 Notice of Rights”*

 [ ]  Complete “Section 504 Eligibility Determination” Form

 [ ]  Provide copy of eligibility form to parents/guardians *(if requested)*

**Step 4—Determining Need for an Accommodation Plan**

 [ ]  **Not Eligible**: If the student is determined to not be eligible under Section 504, the parent will be provided a copy of their parental rights.

 [ ]  **Eligible**: If the student is eligible for 504 protections and needs accommodations, a Section 504 Accommodations Plan must be developed. Implementation of the accommodation plan typically begins immediately. Insure that all individuals responsible for implementation of plan are notified of their specific responsibilities.

 [ ]  Write 504 Accommodation Plan and parents/guardians and team members sign

 [ ]  Provide copy of finalized plan to parent

 [ ]  Provide copies to individuals responsible for plan implementation

 [ ]  Place 504 plan in student’s cumulative

 [ ]  **Eligible, No Accommodations**: If the student is eligible for 504 protections, but is not in need of accommodations or parents/guardians decline services, review student’s case annually.

**Step 5—Annual Review and Three-Year Reevaluation**

 [ ]  Review student 504 plans annually

 [ ]  Review data for the 3-year reevaluation

**Step 6—Reporting to Director of Student Services**

 [ ]  Provide a copy of the Accommodation Plan to the Student Services Administrative Assistant

**Annual and Three-Year Revaluation Procedures**

The 504 Accommodation Plan is to be reviewed annually. An annual meeting with the parents must be held

via phone or in person. At this meeting any revisions, if needed, to the 504 Accommodation Plan will be

made. It may also be determined that a plan is no longer needed and the student may be determined ineligible or eligible, but not in need of a plan. A copy of the parent rights titled, “Section 504 Student and Parental Rights” is given to the parents/guardians.

 [ ]  Notify parents/guardians and other participants of the Annual Section 504 Meeting

 [ ]  Review 504 Accommodation Plan and edit if needed

 [ ]  Provide parents/guardians with copy of parental rights

 [ ]  Provide parents/guardians and Student Services Administrative Assistant of with copy of current plan

 [ ]  For the 3-year evaluation, review data and determine continued eligibility