

SECTION 504 EVALUATION/PLACEMENT CHECKLIST



Name: _____ Date of Birth: _____
School: _____ Age: _____
Date of Plan: _____ Grade: _____

1. The Building 504 Coordinator receives Section 504 Evaluation Referral (F2) and the Section 504 Parent Input Form (F3).

(Date)

2. The 504 Team determines whether or not a 504 evaluation will be conducted. If it is determined that an evaluation will not occur, the Team Leader records this decision, including the rationale, on the 504 Prior Written Notice (F8). Provide the parent a copy of the 504 Prior Written Notice (F8) of decision and procedural safeguards.

(Date)

3. If it is determined that an evaluation will occur, the Team Leader is required to record the decision, including the rationale, on the 504 Prior Written Notice (F8) and provide a copy to the parent. **Parental consent must be obtained** prior to evaluation. Obtain parental consent on the Section 504 Evaluation and Consent form (F4). Place all signed copies in the student CA60.

(Date)

4. The Building 504 Coordinator sends Parent Invitation: Section 504 Meeting (F5) to parent/guardian.

(Date)

5. The Building 504 Coordinator identifies members of 504 Team. The 504 Team evaluates the child's reported impairment and completes the Section 504 Eligibility Determination Report (F6).

(Date)

6. The Building 504 Coordinator updates student data system.

(Date)

7. The Team Leader provides Section 504 Prior Written Notice and Section 504 (F8) to parent/guardian either in person or by mail/email.

(Date)

8. If a Section 504 Student Accommodation Plan (F7) is developed, the Team Leader is responsible for ensuring that all members of the 504 Team receive a copy and the student's teachers are monitoring implementation of the Plan. Parent must receive the 504 Prior Written Notice (F8) and **parental consent must be obtained for initial placement** on the Section 504 Plan (F7).

(Date)

9. The Building 504 Coordinator schedules a review or reevaluation of the student if:

- a request for review or reevaluation is received from parent or staff;
- new information is received that indicates a need for review or reevaluation;
- Before any significant change in placement (including building change).

(Date)

10. The Building 504 Coordinator ensures that the Section 504 Student Accommodation Plan is sent to the new location if the student changes schools.

(Date)