

Section 504 Plan Checklist Section

504 Plan Checklist Review

1. School Name

2. Student Information Data for the 504 Review

Student Name

Date of Birth

ELL Status

Type of Plan (Evaluation &
Initial, Annual Review, Re-
evaluation)

3. SASIDs were emailed by January 18th

Yes

No

Demographic Data Section 504 Review

4. School followed appropriate procedures for notifying the guardians within the Section 504 processes.
(This information can be included on a notice of meeting.)

	Yes	No
...parent contact information	<input type="radio"/>	<input type="radio"/>
...the reason for the meeting	<input type="radio"/>	<input type="radio"/>
...date of the meeting	<input type="radio"/>	<input type="radio"/>

5. Comments

6. Evaluation

School followed appropriate procedures for a Section 504 Plan evaluation of eligibility

	Yes	No
Team members were multidisciplinary and includes parents, teachers, students (when appropriate), and other necessary personnel.	<input type="radio"/>	<input type="radio"/>
The eligibility team was made up of a group knowledgeable persons about the child, the meaning of the evaluation data, and the placement options.	<input type="radio"/>	<input type="radio"/>
The evaluations drew from a variety of sources so that the possibility of error was minimized and sources of evaluative information were listed.	<input type="radio"/>	<input type="radio"/>
Tests and other evaluation materials included those tailored to evaluate specific areas of educational need and not those merely designed to provide a single intelligent quotient.	<input type="radio"/>	<input type="radio"/>
The information obtained from the evaluations was documented and considers all significant factors related to the student's disability.	<input type="radio"/>	<input type="radio"/>
The identified area of difficulty represents a substantial limitation on a major life activity.	<input type="radio"/>	<input type="radio"/>
A summary of evaluation was included and captures results from all evaluation sources.	<input type="radio"/>	<input type="radio"/>

Yes

No

A determination of protection of rights under Section 504 was included.

7. Comments

8. Accommodation Plan

Schools followed appropriate procedures for a Section 504 plan accommodations and service plans

	Yes	No
The duration of services and accommodations were listed.	<input type="radio"/>	<input type="radio"/>
A periodic review/assessment occurred at least annually and the date of the next review was listed.	<input type="radio"/>	<input type="radio"/>
The accommodations and services provided were clearly explained.	<input type="radio"/>	<input type="radio"/>
The accommodations and services provided address the student's identified area of difficulty and needs,	<input type="radio"/>	<input type="radio"/>
The plan identifies the area of physical and/or mental impairment that substantially limits one or more major life activities.	<input type="radio"/>	<input type="radio"/>
Parent permission for service provision was obtained before services were provided.	<input type="radio"/>	<input type="radio"/>
The provision of services decision was made by a multidisciplinary committee.	<input type="radio"/>	<input type="radio"/>
The Section 504 team was made up of a group knowledgeable persons about the child, the meaning of the evaluation data, and the placement options.	<input type="radio"/>	<input type="radio"/>

9. Accommodations and Service Plan Comments