SECTION 504 MANIFESTATION DETERMINATION

MEETING AGENDA AND NOTES

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_ ZIP Code: \_\_\_\_\_\_\_\_

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Staff completing this form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individuals in attendance (indicate name and title/position):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PURPOSE OF MEETING:** This meeting is to determine whether the student’s alleged misconduct is a manifestation of the student’s disability.

1. **Description of misconduct**: It is appropriate to have the building administration provide this information based upon personal knowledge and discipline notice sent to the parents from the school. Description should be as thorough and detailed as possible.

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1. **Description of the student’s disability**:

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1. **Analysis**: Review the relevant information in the student’s file, including information from parents, any teacher observations and the student’s 504.
2. Was the misconduct described in Section I caused by or did it have a direct and substantial relationship to the student’s disability?

Yes\_\_\_\_\_ No\_\_\_\_\_\_\_

Provide a detailed, precise and well-reasoned explanation below.

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1. Was the misconduct described in Section I a direct result of the failure to implement the student’s current Section 504 plan? Yes\_\_\_\_\_ No\_\_\_\_\_

Provide a detailed, precise and well-reasoned explanation below.

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**IF THE ANSWER TO EITHER (A) OR (B) is “YES,” THEN THE CONDUCT IS A MANIFESTATION OF THE STUDENT’S DISABILITY AND THE DISCIPLINE MAY *NOT* PROCEED UNLESS THE PARENTS AGREE TO A CHANGE OF PLACEMENT OR THE CONDUCT INVOLVED THE CURRENT USE OF ALCOHOL OR ILLEGAL DRUGS. IF THE ANSWER TO BOTH (A) AND (B) is “NO,” THEN THE CONDUCT IS NOT A MANIFESTATION OF THE STUDENT’S DISABILITY AND THE STUDENT MAY BE DISCIPLINED IN THE SAME MANNER AS A NON-DISABLED STUDENT. THE CHILD SHOULD BE OFFERED ALTERNATIVE SERVICES DURING THE PERIOD OF EXPULSION OR SUSPENSION, AS REQUIRED BY COLORADO LAW.**