



Annual 504 Plan Review

Annual Review Meeting:

- o Within the first 30 days of the new school year
- o Counselor will schedule meeting with parent(s), principal and all teachers to review plan

Team Members:

- o Counselor
- o Principal
- o Teacher(s)
- o Interventionist (if in the tier process or looking to place in tier process)
- o Parent(s)
- o Nurse (if needed)

Forms Needed:

- o Annual 504 Review meeting form
- o 504 Plan
- o Annual Review Form
- o Parent/Student Rights

Process:

- o Counselor sends home Notice of Meeting
- o Counselor schedules meeting with all team members
- o Team reviews student data
 - Historical grades
 - State test scores
 - Medical documentation (if any)
 - Tier Documentation (academic and/or behavior)
 - Accommodations on 504 plan
- o Complete the Annual Review Form as a team
- o Make changes that are agreed on as a team on the 504 Plan
- o Have all Team Members sign the 504 Plan
- o Make Copies of Plan and give to:
 - Parent(s)
 - All Teachers
- o Scan a copy of signed plan and annual review form to Robin Sanders
- o Place the original, newly updated 504 Plan in Cumulative Record Folder



3 year Re-evaluation 504 Plan Review

3 year Re-evaluation Meeting:

- Meet three years from the initial 504 Plan date
- District Office (Robin Sanders) will notify counselor to schedule a meeting

Team Members:

- Counselor
- Principal
- Teacher(s)
- Interventionist (if in the tier process or looking to place in tier process)
- Parent(s)
- Nurse (if needed)
- District Office-Robin Sanders/Beth Savage

Forms Needed:

- 3 year re-evaluation meeting form
- 504 Plan
- 3 year Re-evaluation Form
- Parent/Student Rights

Process:

- Counselor sends home Notice of 3 year re-evaluation meeting form to parent
- Counselor schedules meeting with all team members
- Team members review student data
 - Historical grades
 - State test scores
 - Medical documentation (if any or any new documentation)
 - Tier Documentation (academic and/or behavior)
 - Accommodations on 504 plan
- Complete the 3 year Re-evaluation Form as a team
- Make changes that are agreed on as a team on the 504 Plan
- Have all Team Members sign the 504 Plan
- Make Copies of Plan and give to:
 - Parent(s)
 - All Teachers
- Scan a copy of signed plan and 3 year re-evaluation form to Robin Sanders
- Place the original, newly updated 504 Plan in Cumulative Record Folder