

504 Process/Checklist

- Provide process and checklist to parent once they ask about a 504 plan
- Provide parents with copy of Parental Rights
- Parent completes 504 Parental Input Form
- Parent signs releases for any service providers listed on the Parental Input Form
- Social Worker sends Physician's Questionnaire to service providers as needed
- Teacher completes Teacher Feedback Form
- Teacher and Parent complete Learning Evaluation Checklist
- Referral form completed by the requesting individual
- Team meets to determine eligibility.
- If not eligible, the decision process and data used is documented on the Summary Evaluation Report.
- If eligible, but a plan is not recommended, the student's name will be tracked through the school SAS/RTI process. The decision process and data used is also documented on the Summary Evaluation Report.
- If eligible and a plan is recommended, the team meets to decide on classroom and testing accommodations and write the 504 plan.
- Corporation will continue to review 504 plans each year.