

Checklist for Section 504

Each 9 weeks:

	1st	2nd	3rd	4th
Check your list of 504 Plans to reconcile with ESS list				
Check with Alyssa in ESS to ensure the ESS Office has a copy of all 504 Plans.				
Make sure all teachers (and others involved) have a copy of 504 Plans, are told to keep them in a confidential place, and sign Form K from the 504 Manual.				

Each Progress Reporting Period:

Student	Grade	School	Is this student at risk of failing?								Is a 504 meeting required? (Yes, if at risk of failing)								Has a meeting been held with the parent and/or school personnel to amend the 504 plan to help the student be successful?								
			1st PR	1st RC	2nd PR	2nd RC	3rd PR	3rd RC	4th PR	4th RC	1st PR	1st RC	2nd PR	2nd RC	3rd PR	3rd RC	4th PR	4th RC	1st PR	1st RC	2nd PR	2nd RC	3rd PR	3rd RC	4th PR	4th RC	

End of the Year:

Have teachers complete Form S & U for review to help you write the plan for the next school year.	
On March 1 or before begin writing 504 Plans for the next school year and meet by the 2nd week of May.	
Use Form W to guide you in choosing the forms that you will need for the process you are following for any student with a 504 Plan.	
Turn in a copy to the ESS Office - No later than May 22nd	
Turn in group tracking log to ESS - Group R - No later than May 22nd	

504 Chairperson _____ Date _____