

# Checklist for Section 504 Eligibility Review

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

- A signed copy of **Section 504 Student Review Request Form** is forwarded to the school. This form will serve as Part 1 of the accommodation plan.
- Building 504 coordinator or designee completes **page 2** of the Section 504 **Accommodation Plan (Part 2: Pre-Meeting Details)**
- Meeting time and location are set.
- ALL Eligibility team members are NOTIFIED OF MEETING time, location, and any information they need to bring to the meeting. DATA may include test grades, homework grades, MEAP scores, discipline reports, etc. This is important!
- Parents are provided a copy of Parent/Student Rights under Section 504 and Parent Notice: Section 504 Student Eligibility Meeting.
- Signed copy of Parent Notice: Section 504 **Student Eligibility Meeting** is secured by building 504 coordinator or designee (not required to proceed with an eligibility review meeting).
- Part 3a and 3b of Section 504 Accommodation Plan** is to be completed at all eligibility meetings.
- Part 4 of the Section 504 Accommodation Plan** is completed if the student is found to be eligible for a Section 504 plan. The first page of Part 4 is a summary of the accommodation plan. A copy of this page is to be given to individuals responsible for implementing the plan.
- The final page of the Section 504 Accommodation Plan is the "sign off" sheet and is to be completed at every eligibility meeting. Secure signatures from parents and all team members.
- Identify tentative date for next review of the plan. If initial, carefully review plan for the next few weeks and adjust if necessary. After successful plan has been devised, 504 is done annually.
- The original Section 504 Accommodation Plan is filed in the student's cumulative file.
- If the plan is no longer needed by the student it must be officially terminated through review by an eligibility team. Completing and attaching the one page Section 504 Termination Form to the front of the plan does this. Terminated plans are filed in the student's cumulative file.

## Section 504 Student Review Request Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Student #: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Parent(s) Name(s) \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Phone: \_\_\_\_\_

Building 504 Coordinator/Designee, and Title

Section 504 of the Rehabilitation Act of 1973 is designed to prohibit discrimination based on disability in any program or activity receiving federal money. This statute obligates public school to provide equal access and equal opportunity to otherwise qualified persons with disabilities for a student to be eligible for a 504 plan, the student must meet all three of the following criteria.

1. A physical or mental impairment (has a history of having a physical or mental impairment)
2. That **substantially** limits
3. One or more major life activities

It must be because this disability that the student is unable to gain equal access and benefit from school programs and services. The publication, A Parent Guide to Section 504 Of the Rehabilitation Act of 1973, is a resource available to parents through their school.

If you believe that a student may be eligible for Section 504 support please complete and sign the following form and submit it to your school's principal or building 504 coordinator.

**Please describe the student concern and how it matches the above criteria.**

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Signature of person requesting Section 504 review: \_\_\_\_\_

## Part 2: Pre-Meeting Details:

(To be accomplished by building 504 coordinator or designee.)

1. Based on information gathered as part of this review request will an eligibility meeting be scheduled?  Yes

If "No" briefly explain:

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2. The purpose of this meeting is to conduct:  
 Initial review  Yearly review  Other

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3. Does additional information need to be secured before the eligibility meeting is convened?  Yes

If "Yes" identify information needed for the eligibility meeting, and who is responsible for securing this information.

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4. The Office of Civil Rights (OCR) mandates that the following documents must be provided to parent(s) / guardian(s) before an eligibility meeting is held. Please list the date each of the following was provided in the space below.

	<u>Date</u>
Parent / student Section 504 rights	_____
Parent Notice: Section 504 meeting	_____

5. Eligibility meeting details

Eligibility meeting date: \_\_\_\_\_ time: \_\_\_\_\_

Location: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part 3A: 504 Eligibility Meeting

The 504 eligibility team is to include individuals who are knowledgeable about the student and the meaning of the data / information reviewed. The information reviewed by the eligibility team should be current and focus on the area of concern. All eligibility team members sign on page 7.

1. Area(s) of concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Summary of formal performance data reviewed (e.g. MEAPS, Test Grades, Homework Grades, Progress Reports, Discipline Referrals, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Summary of staff reports/comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Summary of parent(s) / guardian(s) report / comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Other pertinent information (Dr. diagnosis, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part 3b: Eligibility Statement

Based on the eligibility team's findings answer the following questions.

1. Does the student have a disability or handicap that substantially limits one or more life activities?  Yes

Explain:

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2. If "Yes" which of the following major life activities is being **substantially** limited by the disability or handicap?

- |                                    |                                    |                          |
|------------------------------------|------------------------------------|--------------------------|
| <input type="checkbox"/> Learning  | <input type="checkbox"/> Seeing    | <input type="checkbox"/> |
| <input type="checkbox"/> Breathing | <input type="checkbox"/> Sleeping  | <input type="checkbox"/> |
| <input type="checkbox"/> Working   | <input type="checkbox"/> Self-Care | <input type="checkbox"/> |

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3. Does the disability impact the student's ability to receive equal access and benefit from school programs and services?  Yes

If the eligibility team answered "Yes" to questions 1 and 3 and the team identified a major life activity that is substantially limited by this condition, the student is eligible for a 504 accommodation plan. The eligibility team is to proceed to Part 4.

If the eligibility team answered "No" complete this eligibility meeting by documenting the team's rationale in the space below and completing page 6.

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## Part 4: 504 Accommodation Plan (Confidential)

Student Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

1. Specific accommodations and the staff who are responsible for implementing the plan.

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2. Student responsibilities

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3. Parent / Guardian responsibilities

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4. Other accommodations and related services that will be provided to the student and individuals for arranging and / or providing them:

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5. Eligibility team participants (and accommodation plan participants if student is eligible).

<u>Name</u>	<u>Title</u>	

6. Date for 504 accommodation plan review: \_\_\_\_\_

**The building 504 coordinator or designee will be responsible for scheduling and assembling staff needed to conduct this review.**

7. Parent / Guardian statements:

- I received a written notice of my rights under Section 504
- I received notice of the Section 504 evaluation and accommodation plan meeting
- I agree with the Section 504 plan as written
- I understand that, if I disagree with the content of this plan. I have the right to ask a Section 504 review meeting by filing a written request with the school principal, building 504 coordinator or designee.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_

File this original 504 Accommodation Plan (all 7 pages) in the student's cumulative file. If the plan is no longer needed by the student it must be officially terminated by a 504-evaluation committee. Have the committee convene, complete a Section 504 Termination Form and attach the completed form to the front of this Section 504 Accommodation Plan.

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