

Section 504 Accommodation Plan Monitoring Form

Student: _____ **Grade:** _____ **Case Manager:** _____

Status Status should be "ACTIVE" once a 504 meeting has concluded and the parent has signed. Choose 504 Status.	
Effective Date The date the plan will be implemented, typically the next school day after the meeting in which the parent has signed the plan	
End Date Typically, one year minus a day from the effective date (ex. Effective date: 1/5/2018, End Date: 1/4/2019)	
Review Date This date must be BEFORE the end date, typically 1-30 days before the end date. This is the date that the current plan will be reviewed to help prepare/create the new plan.	
Parent Signed Date The date the parent signed the 504 Plan. All initial 504 plans must have a parent signature to be implemented. For reviews, it is highly recommended/advised to obtain a parent signature. Refer to AI 2500.14 page 13, #5	
504 Determination Does the student have an impairment? Yes or No? If no, do not proceed.	
Does the student's mental or physical impairment substantially limit their performance in one or more major life activities? If no, do not proceed.	
Basis for Determining Eligibility Describe the basis for determining eligibility. More than one source is required. The recommendation is that a minimum of 3 sources are listed and reviewed by the 504 Team (ex. medical evaluation, observations, records review, behavior rating scales or checklist, informal/formal testing, prior 504 eligibility/plan).	
Evaluations List evaluations used to determine eligibility (ex. medical evaluation, psychological evaluation, vision/hearing screening, ESL evaluation, speech and language evaluation)	
Student History Relevant student history (ex. repeated 1 st grade, gifted student, previous ESL services, attendance concerns at previous school, passed all system-wide assessments, attended multiple schools, honor roll student, class president at previous school, advanced math classes). DO NOT LEAVE THIS SECTION BLANK.	
Accommodations If the student does not currently require accommodations, provide an explanation/details (ex. a student diagnosed with ADHD is taking medication). Choose System-Wide and General Education Classroom Accommodations. Remember, students should not have system-wide accommodations if they are not using the accommodations though out the school year in general education classrooms.	
Summary <u>Brief</u> statement on the purpose of the meeting (ex. the team met today for an annual plan review and to discuss and determine appropriate accommodations is necessary). DO NOT TYPE MEETING MINUTES IN THIS SECTION.	
Meeting Minutes Provide detailed minutes in ASPEN in the proper section of ASPEN template. Left Margin: Ed Plans>Meetings>Options> Add	

Signatures on 504 Accommodation Plan and Meeting Minutes (2 documents)	
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Printed name and signature of all meeting participants. An Administrator should be present at the meeting.	
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