

SECTION 504 ACCOMMODATION PLAN CHECKLIST

Student
School

Grade
Case Manager

PLAN STATUS: Should be "ACTIVE" once a 504 meeting has concluded and the parent has signed
504 STATUS: Should be "ELIGIBLE" once a 504 meeting has concluded and the parent has signed
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 MEETING NOTIFICATION DATE: The date the parent was notified of the meeting
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 ELIGIBILITY DETERMINATION: 1. DOES THE STUDENT HAVE AN IMPAIRMENT? Yes or No? If no, do not proceed in development of 504 Plan. Create Meeting Minutes and reflect justification.
2. DOES THE STUDENT'S PHYSICAL OR MENTAL IMPAIRMENT SUBSTANTIALLY LIMIT THEIR PERFORMANCE IN ONE OR MORE MAJOR LIFE ACTIVITIES? Yes or No? If no, do not proceed in development of 504 Plan. Create Meeting Minutes and reflect justification.
MAJOR LIFE ACTIVITY: Must include at least 1 Major Life Activity (ex. Thinking, Bending, Learning).
DESCRIBE THE BASIS FOR DETERMINING IMPAIRMENT: List a variety of sources (ex. medical evaluation, observations, records review, behavior rating scales or checklist, informal/formal testing, prior 504 eligibility/plan). Description should NOT include diagnosis or list of medications.
LIST OF ANY EVALUATION(S): List/Describe evaluations used to determine eligibility. Examples: Achievement Test Results, Adaptive Behavior Scales, Medical Report, Previous 504 Evaluation.
STUDENT HISTORY AND ANY OTHER RELEVANT INFORMATION: Relevant student history (ex. Student repeated 3 rd grade, gifted student, previous ESL services, attended multiple schools, honor roll student, class president at previous school, advanced math classes, etc.) DO NOT LEAVE THIS SECTION BLANK.
ACCOMMODATION INFORMATION: Does the student currently require accommodations? If yes, proceed with choosing the appropriate accommodations. If student does not currently require accommodations, provide an explanation/details (ex: a student diagnosed with ADHD is taking medication and does not require accommodations). <i>Example Explanation in Aspen: "Student is eligible for Section 504 due to an impairment that affects his learning and concentration. However, due to the positive impact of mitigating measures, the student does not require accommodations at this time".</i>
SYSTEM-WIDE AND GENERAL/CLASSROOM ASSESSMENT ACCOMMODATIONS: When applicable, choose accommodations for system-wide and classroom assessments. Accommodations used for system-wide assessments must be used throughout the school year in the general education classroom.
GENERAL/CLASSROOM ACCOMMODATIONS: Accommodations used daily in classroom and/or other school settings
MEETING MINUTES Provide DETAILED minutes of meeting in the proper section in Aspen. PII information is allowed in this section. Include medical diagnosis and/or medications if appropriate. <i>Left Margin: Ed Plans>Meetings>Options> Add</i>
SIGNATURES ON 504 ACCOMMODATION PLAN AND MEETING MINUTES. Two documents must be printed and signed by meeting participants: The Section 504 Accommodation Plan AND Minutes of Section 504 Accommodation Team Meeting. *An Administrator should be present at the meeting.
*The student's 504 Accommodation Plan should be filed in the student's cumulative record. A copy may be filed in the Student Health Records File.

