



Ceres Unified School District

SECTION 504 COMMITTEE PROCEDURES CHECKLIST September 2011

I. **Identification** (Transfer students whose records indicate a prior accommodation plan for Special needs should be referred to the 504 Committee for review.)

Check as each task is completed:

- ___ 1. School staff, parent or student contacts the site coordinator of the 504 Committee to request a meeting be held. (complete a referral form (504 Form 1))
- ___ 2. SEND Parent meeting notice (Form 2), copy of Referral (Form 1)
- ___ 3. Teacher(s) or other persons with knowledge of the student complete the Checklist of Observable Behaviors form (504 *Form 4*) and bring it to the initial 504 Committee meeting, along with grades and work samples.
- ___ 4. The 504 Committee meets to (with or without the parent):
 - Review the data
 - Determines if the student is eligible for a 504 plan (Form 4)
 - Record any recommendations/accommodations on the 504 Accommodation Record (504 *Form 5/6*). Place a copy in the CUM.
 - If the 504 committee determines that the student is not 504 eligible, the site implements its routine procedures and takes no further actions with this checklist.

II. **Notification** (The 504 Committee determines the student is/might be 504 eligible.)

- ___ 5. The site 504 coordinator contacts the parent/guardian by mail to provide a copy of the Parent/Student Rights Information materials and to invite (504 Form 2) them to participate in a 504 Committee meeting concerning the Individual Accommodation Plan (IAP).

III. **Evaluation/Assessment** (Informal or Formal)

- ___ 6. By completing steps 2 through 4 of this checklist, the 504 Committee will have developed a student portfolio/profile, which may include but is not limited to the following:

Health/medical information, observations, anecdotal records, attendance records, achievement test information, records of classroom interventions, discipline records, grades/report cards, parent information, CUM record data, etc.

In most cases this will provide enough data for 504 Committee to evaluate whether or not the student “exhibits a significant limitation in learning or other major life activity which substantially impacts learning.”

- ___ 7. Should formal testing (e.g. Psychological, Social/Adaptive, Speech Therapy, etc.) be necessary the 504 committee is to follow the Special Education policies and procedures to obtain parent permission, establish timelines, and inform the parent of their due process rights, etc. (Contact the Resource Specialist).

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IV. Placement/Services (Development and implementation of the 504 Individual Accommodation Plan (IAP))

- ____ 8. The 504 Committee meets with parent/guardian (and students, when appropriate) to share information, develop academic and non-academic options and to begin implementation of the service plan (IAP). At this time the following tasks must be completed:
- Complete the 504 Summary of Finding form (504 *Form 5*)
 - Complete the Individual Accommodation Plan form (504 *Form 6*, pg 1-2)
 - Obtain parent/guardian signature-If present-parent not required to attend or agree to plan
 - Give copies of above mentioned forms to the parent
 - Give 1 copy of the IAP to the teacher(s) and place 1 copy in the CUM
 - Implement the accommodations called for in the IAP
 - Notify the school nurse of the IAP.
- ____ 9. The site school nurse records the name of the eligible 504 student on a list (504 *Form 7*). The purpose of the list is to notify succeeding teachers or sites of the student's service plan as they transition/progress from grade level to grade level. In preparation for the End-of-the-Year Report, school nurses should give a copy of their eligible 504 students to the principal or his/her designee.

*It should be noted that the 504 Committee can proceed with the accommodation activities without the parent/guardian present and can implement the accommodations without parent consent. The law requires notification only. If a parent fails to participate after being notified as outlined in Step 5, the site 504 Committee coordinator is to mail copies of the Summary of Findings form (504 *Form 5*) and the Individual Accommodation Plan (504 *Form 6*) to the parent/guardian. Accommodations can begin at this point.

V. Monitoring

- ____ 10. Review and document student progress periodically.
- At parent request
 - At normal reporting periods (parent conference)
 - At 504 Committee follow-up meetings
 - As called for in the IAP
 - As changes are made in the IAP
 - Review at least annually

VI. Options (Always consider these options when developing an IAP)

- ____ 11. Establish a process for notifying next year's teacher(s) of the student's IAP.
- ____ 12. Establish a criteria/timeline for stopping the services in the IAP, when the condition is temporary.
- ____ 13. Establish a process for modifying or changing service(s).
- ____ 14. Establish a process for referring to the other services (e.g., home/hospital, alternative education services. Title I, etc.)