



Section 504 Meeting Checklist (E)

- ☐ Contact parents new to the 504 process to explain the purpose of the meeting and identify any questions and concerns.
- ☐ Schedule meeting with participants, including parents.
- ☐ Send meeting notice reminding parent of date, time and location of meeting. (optional)
- ☐ Gather pertinent information to be shared at the meeting: updates from teachers, assessment reports, medical/health information, etc.
- ☐ Develop meeting agenda.
- ☐ Arrange for any necessary interpreters or accommodations for meeting participants.
- ☐ Complete portions of the Section 504 Eligibility Report that can be completed before the meeting.
- ☐ Bring all current forms to the meeting.

During the Meeting:

- ☐ Introduce participants and their roles.
- ☐ Clarify purpose of meeting.
- ☐ Review agenda.
- ☐ Identify note-taker for meeting (if using one).
- ☐ Facilitate student's input or participation.
- ☐ Lead group through agenda – do time-checks as needed.
- ☐ Complete Section 504 Eligibility Report (if new to 504).
- ☐ Complete 504 Accommodation Plan (if needed), or revise as needed.
- ☐ Provide copies of all documents to parents or inform them of how they will get a copy.
- ☐ Provide Parent/Student Rights in identification, Evaluation and Placement to parent (keep signed copy for Cum File).
- ☐ Thank everyone for participation and cooperation.

After the Meeting:

- ☐ Review meeting notes and put final copy in cum file, along with a copy of the 504 Eligibility Report and 504 Accommodation Plan..
- ☐ If parents did not receive documents at meeting, provide copies.
- ☐ Notify building registrar of student 504 eligibility..
- ☐ Be sure all teachers know and understand their responsibilities under the 504 plan.
- ☐ Calendar check-ins to monitor implementation of plan. Keep log of contacts related to implementation of plan.
- ☐ Calendar annual review date, and at least one month earlier to begin “before meeting” review process.