Section 504 Compliance Tips

- Disseminate 504 Plans to staff at *beginning* of school year. *(accommodations in place at beginning of school year)*

- All staff *must* receive copy of plan; parent(s) are to be notified when staff “received” plan.

- List of 504 students *must* be sent to Section 504 Coordinator and entered into SchoolMax. *(October)*

- Records for 504 students are to be kept *secured* and in appropriate files. *(LAF – Section 5)*
- Section 504 plans must be reviewed *annually; re-evaluated* every *three (3) years* and prior to *any significant change in students program*.

- Section 504 plans are to be developed by the 504 team...inclusive of parent/guardian and signed by each member of team.

- Referrals to Section 504 Team shall be made in writing... current supporting documentation of condition shall be attached to referral and/or presented to team.

- All seniors must receive a copy of Section 504 plan as part of “exit” documents *before graduation*.

- Parents shall be provided a copy of Section 504 Procedural Safeguards with *notification (invitation)* of all team meetings *prior* to meeting date.

*Section 504 Plan shall be developed (as soon as possible), but no later than thirty (30) days after student identified as disabled under Section 504.*