



## 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.*