504 Meeting Checklist - Sample

- ☐ Call or email parents to schedule meeting
- ☐ Send home an invitation to the meeting with a Notice of Procedural Safeguards
- ☐ Evaluation data is assembled and ready for presentation
- ☐ Invite all applicable participants, including student:
  - ☐ Follow LEA established procedures for procuring substitutes
  - ☐ Obtain parental consent to invite or obtain information from any outside service providers
- ☐ Signed invitation and receipt of Procedural Safeguards returned and filed documenting parent intent to attend, not attend or need to reschedule
- ☐ Prepare the room ahead of time for the meeting
  - ☐ Technology
  - ☐ Chairs
- ☐ Participants introduced
  - ☐ Parents in attendance?
  - ☐ Student in attendance?
- ☐ Explanation of eligibility requirements
  - ☐ Physical or mental impairment
  - ☐ Major life activity
- ☐ Discussion of student strengths
- ☐ Discussion of student challenge areas (impact of the disability)
- ☐ Review and document the evaluation of data regarding the student's physical or mental impairment
- ☐ Review and document identification of major life activities substantially limited
- ☐ Document committee discussion regarding the need for special education and related services
  - ☐ Initiate special education referral?
  - ☐ Explanation to parents that services or accommodations provided pursuant to a plan under Section 504 or services offered as a part of the LEA's multi-tiered systems of support (MTSS) may not be used to delay or deny a referral for special education.
- ☐ Document committee deliberations regarding the Least Restrictive Environment (LRE) and Free Appropriate Public Education (FAPE) for the student
- ☐ Create plan outlining services and accommodations
- ☐ Review minutes
- ☐ Obtain participant signatures
- ☐ Copies to parents – make sure to obtain signed receipt of Procedural Safeguards/Parent and Student Rights if not returned with invitation
- ☐ Distribute the Section 504 plan to all appropriate staff with consult for clarification or assistance in implementation
- ☐ Obtain and file signed receipt of Section 504 plan from LEA staff

TEA