

Manifestation Determination Meeting Checklist – Sample

- Parents invited to the meeting
- Sent home invitation to the meeting with Notice of Procedural Safeguards
- Evaluation data is assembled, including behavior data and disciplinary reports, and ready to present
- Invite all applicable participants, including student (should include diagnostic personnel who can provide guidance on how the behavior might or might not be caused by the disability)
 - 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
 - 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
- Review and document the evaluation of data regarding the student’s physical or mental impairment, the behavior, and disciplinary consequence under consideration
- Review and document identification of major life activities substantially limited
- Document committee discussion regarding the following: (If the answer to either question is yes, the behavior is a manifestation.)
 - Was the behavior caused by or directly related to the disability?
 - Was the behavior due to the LEA’s failure to implement the Section 504 plan?
- No, the behavior is not a manifestation: discipline will be decided in accordance with student code of conduct.
- Yes, the behavior is a manifestation: document any additional evaluations such as functional behavior assessment, including an evaluation for special education and related services that will be requested
- Create Section 504 services and accommodation plan including behavior intervention plan – including positive behavior interventions and supports (PBIS)/multi-tiered systems of supports (MTSS)
- 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.

