



BUREAU OF INDIAN EDUCATION

Doing What's Best for Students!



Section 504 Checklist	Date:	Notes:
<p style="text-align: center;">Action Steps:</p> <p>1. Notify parents of intent to evaluate and give them:</p> <ul style="list-style-type: none"> • Consent for Initial Evaluation/Receipt of 504 Procedural Safeguards form <u>and</u> 504 Rights and Procedural Safeguard form 		
<p>2. After the consent is returned, start the evaluation and handout the Teacher Input form <u>and</u> Parent Input Form to those who are knowledgeable about the student.</p> <ul style="list-style-type: none"> • Invite professionals to participate who can interpret data, are familiar with the student, and can allocate resources. • Involve the school nurse for mental and physical health conditions (consider a health screening for all students to rule-out hidden health conditions). • Obtain releases for health information if screening is positive. If a release cannot be obtained from a parent or the parent chooses to not sign a release, the team will continue with the evaluation with the current and available information. • The evaluation must include multiple sources of information. Examples of information sources include: <ul style="list-style-type: none"> ○ interview parents ○ teachers ○ record review ○ observations ○ teacher/student interactions ○ academic scores ○ grades ○ attendance ○ work products ○ standardized test scores ○ health records/outside records/resources • Teachers continue to implement relevant accommodations and document results. • Complete evaluation within a reasonable period of when parental consent is obtained. 		
<p>3. School 504 Coordinator completes the 504 Identification Determination Summary form. (Print a hard copy for the cumulative file)</p>		
<p>4. School 504 Coordinator drafts a 504 Plan. (copy kept in NASIS)</p> <ul style="list-style-type: none"> • List accommodations in concrete terms and identifies person responsible • List services provided (i.e., health) and reference documents (i.e., IHP). 		



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<p>5. Notify parent/guardian regarding meeting dates either by phone (document all efforts) or in writing (letter or e-mail).</p> <p>*Invitation to 504 Meeting form</p> <ul style="list-style-type: none"> ● Conduct the 504 meeting with the parent, student (if appropriate) student's teacher, School's Section 504 Coordinator, school administrator, and participants who can interpret data, are familiar with the student, and can allocate resources. ● After the meeting, provide parents with a copy of the final plan. 		
<p>6. Provide on-going written notification after meetings are held to determine eligibility, review and update the plan, conduct a reevaluation, or discontinue a plan.</p> <ul style="list-style-type: none"> ● Annual Review conducted by the parent, student (if appropriate) student's teacher, School's Section 504 Coordinator, and participants who can interpret data, are familiar with the student, and can allocate resources ● Reevaluation conducted at least every 3 years, in place of an annual review. Additional data will be collected to determine current needs and eligibility. ● Eligibility form to use when a 504 plan is discontinued ● Complete the Manifestation Determination prior to change in placement due to disciplinary procedures and notify the BIE 504 Coordinator of all Manifestation Determination resulting in a change of placement. 		
<p>7. Keep all paperwork required and used for evaluation in a secure location housed within the school and upload the copy of the 504 plan to the NASIS.</p> <ul style="list-style-type: none"> ● Provide the BIE Section 504 Coordinator and School Section 504 Coordinator with a list of students (NASIS number) who are: <ul style="list-style-type: none"> ○ Referred for a 504 Plan <ul style="list-style-type: none"> ▪ Do Not Qualify for a 504 Plan ▪ Qualify for a 504 Plan 		
<p>Additional information and notes:</p>		