

## Section 504 Checklist

### For School Review

**Directions:** This informal checklist can be used by District Sec. 504 coordinators to help determine where additional inservice training may be needed to be in compliance.

**School:** \_\_\_\_\_ **Tel.No:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

\_\_\_\_\_ **Fax No:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\* The items with an asterisk are those that are required and must be done. The others are highly recommended best practices to meet Section 504 requirements.**

Statements about the school/staff.	Yes	No	Comments
*1. A school coordinator has been assigned.  Name: _____			
2. There is a school Sec. 504 team.  The team members are:			
3. Team has a regularly set meeting day/time.  Schedule:			
4. The office staff has a list of all the team members, including the coordinator .			
* 5. Parent notices and child find procedures are available for parents at the school.			
* 6. Translations of parent notices and child find procedures are available for limited English speaking parents within the school.			
7. A copy of "A Parent Guide to Section 504 of the Rehabilitation Act of 1973", September 2002 edition is available at the school.			

* 8. Teachers and other staff members have been trained and informed of their responsibility regarding Sec. 504.			
9. Office staff has been trained and informed of their responsibilities regarding Sec.504 information.			
10. The Sec. 504 team has a copy of the USOE Sec. 504 Guidelines for Teachers and Administrators Sept. 2002 edition or knows how to access it on the USOE website.			
11. The Sec. 504 coordinator is aware of the new students with Sec. 504 plans transferring into the schools.			
*12. Teachers are aware of the students in their classes who are on Sec. 504 plans.			
13. Teachers who are involved in Sec. 504 plans participate in the process of determining appropriate accommodations.			
14. The school nurse is aware of students with Sec. 504 plans that are related to medical diagnoses.			
15. The students at school with medication needs, receive medication from the school nurse or someone trained to administer it.			
*16. There is a "Medication at School form on file for all students with medication needs while at school.			
17. Students with a health disability have a medical diagnosis from a qualified physician.			
*18. The student's Sec. 504 plan is kept separate from his/her cumulative file.			
*19. Students under Sec. 504 plans are reviewed at least annually.			
*20. Schools are evaluated on their Sec. 504 activities by the school district coordinator at least every 3 years.  Date of previous review: _____			
<b>Review of Student Files</b>			
*1. There is a signed parent/guardian consent form on file for identification, evaluation, and placement.			
2. Names of school Sec. 504 team members are listed in the student's file.			

3. There is documentation that parents have been contacted regarding the decision of eligibility or non-eligibility for Sec. 504 accommodation(s).			
4. The accommodation plan is written and in the student's Sec. 504 file or there is documentation of a verbal agreement of the plan.			
5. There is documentation that the parents have received a copy of the plan.			
6. There is documentation that the plan has been recently reviewed and/or evaluated.			
7. The accommodation(s) is/are being implemented.			

**Summary of review:**

**Recommendations:**

Signature of Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Signature of School 504 Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**School District Checklist**

**Procedural Requirements**

Statement	Yes	No	Comments
1. There are written assurances of non-discrimination whenever the district receives federal money.			

2. There is a designated district person to coordinate the Sec. 504 compliance activities. (Dir.of Student Services )			
3. There are grievance procedures to resolve Sec. 504 complaints.			
4. Students, parents, employees, and professional organizations are provided notice of nondiscrimination in admission or access to its programs or activities.			
5. The notice contains the name and contact information of the District Sec. 504 coordinator.			
6. District annually identifies and locates all Section 504 qualified students with a disability within the district's boundary who are not receiving a public education.			
7. District notifies the students with disabilities, their parents/guardians of the district's responsibilities under Section 504.			
8. Procedural safeguards as it relates to identification, evaluation and placement are being provided to parents/ guardians .			
9. Parents are informed of their rights.			
10. Parents are granted an opportunity to examine relevant records.			
11. Parents are entitled to have representation by legal counsel.			
12. Parents are provided a review procedure.			
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<b>Statements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
13. District Sec. 504 coordinator has list of school level coordinators.			
14. District has inserviced all new school Sec. 504 coordinators			
15. District Sec. 504 coordinator has attended a USOE update of Sec. 504 recently. Date: _____			

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2/24/03 update