Facilitating a Section 504 Planning Meeting

**PARENT CONTACT**
- 504 Case Manager works with school staff to establish options for meeting times.
- 504 Case Manager contacts the parent and shares a proposed date and time for 504 planning meeting.
  (This process can be done in conjunction with an Eligibility Meeting)
- Parent agrees with the 504 Case Manager on time and place.
- 504 Case Manager creates written notification using “SECTION 504 MEETING NOTIFICATION” form.
- Print “SECTION 504 MEETING NOTIFICATION” and make a copy of the written notification.
- Mail the “SECTION 504 MEETING NOTIFICATION” and “RIGHTS and PROCEDURAL SAFEGUARDS: SECTION 504 / ADA” documents to the parent.
- Place a copy of the mailed “SECTION 504 MEETING NOTIFICATION” in the student’s educational record.

**PLANNING DOCUMENTATION**
- 504 Case Manager ensures all appropriate staff are present for meeting.
- 504 Case Manager facilitates the 504 Planning Meeting.
- 504 Case Manager presents a paper copy of the “Draft 504 Plan” at the meeting.
- 504 Case Manager reviews the plan, ensuring the 504 Plan is designed to specifically address the limitation due to the disabling condition.
- 504 Case Manager seeks input and consensus from all attendees at the meeting.
- 504 Case Manager ensures that the 504 Plan is not used to enhance the child’s performance but instead utilized to provide opportunity for access to the curriculum and facilities based on the documented disability.
- Section 504 Case Manager secures signatures of participants.
- 504 Case Manager provides the parent a copy of the document.
- 504 Case Manager finalizes the document in EasyIEP.
- 504 Case Manager places the signed document in the student’s educational record.
- 504 Case Manager notifies appropriate staff of Section 504 Plan to be implemented.

**NOTE:** Please reference “CREATING SECTION 504 PLAN DOCUMENT” for directions to create and process the Section 504 Plan document.