Initial Evaluation
For Section 504 / ADA Eligibility

REVIEW
☐ Confirm parents are in receipt of “RIGHTS and PROCEDURAL SAFEGUARDS: SECTION 504 / ADA” document.
☐ Confirm “SECTION 504 NOTICE AND CONSENT FOR EVALUATION” has been secured.
☐ Ensure all documentation has been copied to parent.

PREPARATION PROCEDURES
☐ Communicate with disciplines evaluating or reviewing data (i.e. date of meeting, accommodations for parent needed for participation, special considerations).
☐ Collect and review all necessary data including observations using “SUPPORTING DATA: REPORT for SECTION 504 ELIGIBILITY” form.
☐ Schedule Eligibility Meeting with team and parent.
☐ Section 504 Case Manager completes “SECTION 504 MEETING NOTIFICATION”.
☐ Copy of “SECTION 504 MEETING NOTIFICATION” with “RIGHTS and PROCEDURAL SAFEGUARDS: SECTION 504 / ADA” sent to parent.
☐ Copy of “SECTION 504 MEETING NOTIFICATION” placed in educational record.

ELIGIBILITY MEETING OPERATING PROCEDURES
☐ Facilitate eligibility meeting utilizing “SECTION 504 ELIGIBILITY DETERMINATION SUMMARY” form.
☐ Introductions (name and role at meeting)
☐ Review of data.
☐ Essential deliberations and decision documented using “SECTION 504 ELIGIBILITY DETERMINATION SUMMARY” FORM.
☐ Signatures secured using “Section 504: ELIGIBILITY DETERMINATION SUMMARY” form.*
☐ Indicate the meeting is over.
☐ Print the documentation .
☐ Provide a copy of documentation to the parent.
☐ Place a copy of the documentation in the educational record.

DATA PROCESSING OUTCOME (ELIGIBLE)
☐ Log into EasyIEP – find student.
☐ Click “ELIGIBILITY” link.
☐ Locate “ADDITIONAL PROGRAMS: 504” (center of page).
☐ Enter the date the student was found eligible for Section 504.
☐ Click “UPDATE THE DATABASE”.
☐ Confirm eligibility.
☐ Choose “SECTION 504” form the “PRIMARY DISABILITY” dropdown menu.
☐ Scroll to bottom of page and choose “UPDATE THE DATABASE”

PLANNING TO PLAN
☐ If the student is eligible, a plan must be developed within 30 days. Set a date to finalize a 504 plan.

*Parent consent NOT required to determine eligibility or terminate eligibility.