

## Sec. 504 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: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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. The team has a regular 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 Sec. 504 of the Rehabilitation of Act of 1973" 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 Educators and Administrators November 2012 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 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 Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_

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