



**Shelby County Schools
Section 504
Process and Procedures Checklist**

Student: _____
504 Chairperson: _____
504 Coordinator: _____

DOB: _____
School: _____

<u>Requirement</u>	<u>Completion Dates</u>
Display §504 Annual Notice to Parents in schools	_____
Display §504 Annual Notice to Parents on SCS website	_____
§504 Annual Notice and Procedural Safeguards included in the Student – Parent Handbook (effective 2013-2014)	_____
Initial S-Team Meeting	_____
<ul style="list-style-type: none">▪ Preliminary documents addressed (*)▪ Explain the SRT process▪ Address parents' questions and concerns▪ SRT members begin collecting and reviewing the student's academic and behavioral data	_____ _____ _____ _____
504 Determination meeting	_____
<ul style="list-style-type: none">▪ Preliminary documents addressed (*)▪ Has a physical or mental impairment that significantly impacts a major life activity and meets eligibility standards to be identified as having a Section 504 Disability▪ Does not meet the standards to be identified as having a Section 504 Disability▪ Has a physical or mental impairment that significantly impacts a major life activity but student's needs will be met through an IEP▪ Has a physical or mental impairment that significantly impacts a major life activity but student does not currently need services and/or accommodations	_____ _____ _____ _____ _____
Initial 504 Service Plan Meeting	_____
<ul style="list-style-type: none">▪ Preliminary documents addressed (*)▪ Develop service plan document▪ Dates signed by teachers not in attendance	_____ _____ _____
Annual Review Service Plan Meetings	_____
<ul style="list-style-type: none">▪ Preliminary documents addressed (*)▪ Review/update current 504 accommodations▪ Dates signed by teachers not in attendance	_____ _____



Manifestation meetings (if any)

Meeting to remove 504 services or accommodations

- Preliminary documents addressed (*)
- Service Plan Addendum
- Does not meet the standards to be identified as having a Section 504 Disability
- Has a physical or mental impairment that significantly impacts a major life activity but student's needs will be met through an IEP
- Has a physical or mental impairment that significantly impacts a major life activity but student does not currently need services and/or accommodations
- Dates signed by teachers not in attendance

Triennial Re-evaluation Meeting

- Preliminary documents addressed (*)
- Eligibility Document(s) Reviewed
- Review current service plan
- Has a physical or mental impairment that significantly impacts a major life activity and meets eligibility standards to be identified as having a Section 504 Disability
- Does not meet the standards to be identified as having a Section 504 Disability
- Has a physical or mental impairment that significantly impacts a major life activity but student's needs will be met through an IEP
- Has a physical or mental impairment that significantly impacts a major life activity but student does not currently need services and/or accommodations