

Section 504 Checklist

Student/School Demographic Information

Student's Name: _____

Date of Birth: _____ **Sex:** _____ **Grade:** _____

School: _____ **Location #:** _____

504 Liaison: _____ **Phone:** _____

Student's Condition/Disability: _____

Date of Initial Referral: _____ **Date Last Reviewed:** _____

All Section I forms and procedures should be completed for every 504 case (excluding transfer and temporary cases).

SECTION I—BASIC FORMS AND PROCEDURES

<u>Date</u>	<u>Action</u>
_____	Request for services received and documented
_____	Notification/Rights/Parent Consent received (signed by parent)
_____	Documentation of a disability by an appropriate specialist (e.g., doctor's report/note, psychologist's report, audiologist's report, etc.) received
_____	Academic/Social/Behavioral Information ratings completed by teacher(s), if there are concerns in any of these areas
_____	Meeting to determine eligibility scheduled
_____	504 Team met and reviewed all data relevant to case
_____	Eligibility determined at the meeting and Section 504 Eligibility Form completed (signed by all participating members)
_____	504 Accommodation Plan completed, when required
_____	If the student has significant behavioral difficulties that interfere with learning, FBA/PBIP completed
_____	Parent(s) received copies of all relevant documents, including list of rights under Section 504 (on Notification/Rights/Parent Consent) and McKay Scholarship letter
_____	Copies of 504 Accommodation Plan (and FBA/PBIP, if completed) distributed to all personnel needing to provide accommodations
_____	Data entered in 504 electronic database(s) (a list of 504 codes is included in Section I-Forms and Procedures)

Section II forms and procedures should be completed when 504 cases require special medical considerations (indicate “Not Applicable” in the blank if a particular item was not required for this case).

- Check here if the medical section is not applicable to this case and skip the information below.

SECTION II—SPECIAL MEDICAL FORMS AND PROCEDURES

<u>Date</u>	<u>Action</u>
_____	<i>Authorization for Medication/Treatment</i> sent and received (signed by physician)
_____	If student is diabetic, the <i>Diabetes Medication/Treatment Authorization</i> form sent and received (Note: For diabetic students, this form replaces the <i>Authorization for Medication/Treatment</i>)
_____	If student is diabetic and on an insulin pump, the <i>Insulin Pump Medication/Treatment Authorization</i> form sent and received (Note: in these cases, this form replaces the <i>Authorization for Medication/Treatment</i>)
_____	Referral to the <i>Student Medical Review Committee</i> submitted and received (only if requesting district funding for a required accommodation)

Section III forms and procedures should be completed when AD/HD is being considered as the area of disability.

- Check here if the AD/HD section is not applicable to this case and skip the information below.

SECTION III—SPECIAL CONSIDERATIONS FOR AD/HD

<u>Date</u>	<u>Action</u>
_____	Comprehensive evaluation completed by school or licensed psychologist
_____	Meeting held to consider ESE eligibility for OHI
_____	ESE eligibility form completed showing that student DOES NOT meet eligibility requirements for OHI
_____	Relevant medical forms from Section II completed and received, when needed (e.g., authorization to administer medications at school)

Section IV forms and procedures should be completed when special transportation accommodations are being considered.

- Check here if the transportation section is not applicable to this case and skip the information below.

SECTION IV—SPECIAL TRANSPORTATION CONSIDERATIONS

<u>Date</u>	<u>Action</u>
_____	<i>Authorization for Medication/Treatment</i> sent and received (signed by physician)
_____	<i>Request for Transportation Accommodations (List of Physicians and Release of Medical Information)</i> completed by parent and received
_____	<i>Transportation Enrollment Data Form</i> completed
_____	Above forms submitted to Pupil Transportation Department, along with a copy of the student's <i>504 Accommodation Plan</i> , and confirmation of transportation accommodations received

Section V forms and procedures should be completed when matriculation from elementary to middle, or middle to high school, is about to occur.

- Check here if the matriculation section is not applicable to this case and skip the information below.

SECTION V—MATRICULATION CONSIDERATIONS

<u>Date</u>	<u>Action</u>
_____	Meeting between sending and receiving schools scheduled and completed (deadline for scheduling is beginning of May)
_____	<i>Notification/Rights</i> sent to parent(s) informing them of meeting date
_____	Current accommodations reviewed at the meeting and consideration given to relevance/practicality at receiving school
_____	Significant changes in accommodations recorded on the <i>Middle/High Section 504 Accommodation Plan Form</i> (this form sent in folder to receiving school)
_____	At the beginning of next school year, revised <i>504 Accommodation Plan</i> (and FBA/PBIP, if needed) distributed to receiving teachers, along with the <i>Matriculation Cover Letter for Teachers</i>

Section VI forms and procedures should be completed when students with an existing 504 plan are being considered for disciplinary action.

- Check here if the discipline section is not applicable to this case and skip the information below.

SECTION VI—DISCIPLINARY CONSIDERATIONS

<u>Date</u>	<u>Action</u>
_____	FBA/PBIP completed and implemented
_____	Manifestation Determination Hearing completed
_____	If student is being considered for suspension (and it would result in more than 10 cumulative school days during one academic year), or for expulsion, <i>Manifestation Determination Record</i> completed
_____	If student’s behavior was determined to be a manifestation of his/her disability, <i>504 Accommodation Plan</i> (and FBA/PBIP) revised to assist with problem behavior

Section VII forms and procedures should be completed when students with an existing 504 plan transfer to Broward from another school district.

- Check here if the transfer section is not applicable to this case and skip the information below.

SECTION VII—TRANSFER CONSIDERATIONS

<u>Date</u>	<u>Action</u>
_____	Meeting to review transfer student’s 504 plan scheduled and completed
_____	<i>Notification/Rights/Parent Consent</i> sent to parent(s) informing them of meeting date (signed and returned by parent, parents given a copy)
_____	Meeting to review transfer student’s 504 plan completed
_____	504 Team considered eligibility for 504 services in light of Broward County requirements
_____	If eligible for 504 services, new <i>504 Accommodation Plan</i> completed and signed by all participants
_____	If needed, FBA/PBIP completed
_____	New plan(s) distributed to all personnel needing to provide accommodations
_____	Data entered in 504 electronic database(s) (a list of 504 codes is included in Section I-Forms and Procedures)

Section VIII forms and procedures should be completed when a Temporary 504 plan is being considered.

- Check here if the Temporary 504 section is not applicable to this case and skip the information below.

SECTION VIII—TEMPORARY 504 CONSIDERATIONS

<u>Date</u>	<u>Action</u>
_____	Request for temporary 504 services received
_____	<i>Notification/Rights/Parent Consent</i> received (signed by parent)
_____	Documentation of a disability by an appropriate specialist (e.g., doctor’s report/note) received; OR physical evidence exists for temporary disability (e.g., arm of writing hand in cast)
_____	504 Team met to determine eligibility and completed <i>Section 504 Eligibility Form</i> (signed by all participating members)
_____	If 504 eligible, <i>504 Accommodation Plan</i> completed (<i>Note:</i> remember to check “Temporary” box on form and provide details about when the plan will terminate)
_____	Parent(s) received copies of all relevant documents, including list of rights under Section 504
_____	Copies of <i>504 Accommodation Plan</i> distributed to all personnel needing to provide accommodations

Section IX forms and procedures should be completed when a grievance is being considered by a parent(s) of a current or potential 504-eligible student.

- Check here if the grievance section is not applicable to this case and skip the information below.

SECTION IX—GRIEVANCE CONSIDERATIONS¹

<u>Date</u>	<u>Action</u>
_____	A meeting to informally discuss/resolve the issues surrounding the dispute scheduled and completed
_____	If the dispute was not resolved through informal means, the principal first consulted with the EEO Department, then provided the grievant(s) a <i>Grievance Filing Form</i>
_____	The <i>Grievance Filing Form</i> received by the principal (exact date noted for purposes of timely response)
_____	Principal provided the grievant(s) with a <i>Grievance Resolution Notice</i> (no more than 15 school days after receipt of the written <i>Grievance Filing Form</i>)

¹ Although these actions complete the school's procedural obligations for a grievance, those involved should be aware that additional steps in the grievance process may occur. Grievant(s) who are not satisfied with the school's response have a right to file a complaint with the Superintendent, and to request an impartial hearing. As a party to the hearing, grievant(s) need to be provided with a full disclosure of their due process rights. When requested, school personnel may need to participate in the hearing process. The complaint would be submitted to the Executive Director of Benefits and Compliance in the Department of Equal Educational Opportunities:

Equal Educational Opportunities (EEO)
600 S.E. 3 Avenue, 14th floor
Ft. Lauderdale, FL 33301

Phone: 754-321-2150
Teletype machine (TTY): 754-321-2158
E-mail: EEO@browardschools.com

As a party to the hearing, grievant(s) will be provided with a full disclosure of their due process rights, including the right to an impartial hearing. The Department of Equal Educational Opportunities will conduct an investigation and make a determination as to whether probable cause exists that the student was, in fact, discriminated against. A determination of probable cause will include specific recommendations for corrective actions.