

Pelham City Schools
Section 504 Evaluation/Placement Checklist

Student Name: _____ School: _____ Grade: _____

1. If a teacher, counselor, nurse, or administrator is concerned that a student may have a disability that substantially limits a major life activity for six months or longer, please complete the Section 504 Evaluation Referral and turn in to the District 504 Coordinator, Kimberly NeSmith, at the central office or the School 504 Coordinator (School Counselor) at the appropriate school.
2. If a parent/guardian of a student states that their student has a disability that substantially limits a major life activity for six months or longer or requests a 504, have the **parent** complete the Section 504 Evaluation Referral and turn in to the District 504 Coordinator, Kimberly NeSmith, at the central office or the School 504 Coordinator (School Counselor) at the appropriate school..
3. Once the 504 Coordinator has received the Section 504 Evaluation Referral, the following will occur:
 - Parent Notice: Section 504 Evaluation and Authorization to Release Medical Records will be sent to parent/guardian.
 - Individuals knowledgeable of the student will be identified to serve on the 504 Evaluation Team.
 - Once medical records have been received (if applicable), the parent/guardian will be invited to the Section 504 meeting.
 - 504 Evaluation Team Members will be notified of the meeting date, time, and location.
4. At the 504 Evaluation Team Meeting, the following will occur:
 - Parent/Guardian will be given the Rights Afforded by Section 504 of the Rehabilitation Act of 1973.
 - Team members will present data regarding student's performance in the classroom.
 - Team members will evaluate the student's reported impairment and complete Section 504 Eligibility Determination Report.
 - If the 504 Evaluation Team determines the student does not qualify for a Section 504 plan, the team will document their rationale for the decision and the meeting will end.
 - If the 504 Evaluation Team determines the student is eligible for a Section 504 Plan, the Section 504 Student Accommodation Plan is developed (Step 5).
5. The 504 Evaluation Team develops a Section 504 Student Accommodation Plan. The 504 Coordinator will send a copy of the plan to the parent, all team members, and other individuals in the school who need the information. The 504 Plan will be uploaded in Infinite Campus and the student will be "flagged" as 504.
6. The 504 Coordinator schedules a review or reevaluation of the student if a request for review or reevaluation is received or if new information is received that indicates a need for review or reevaluation.
7. Once it is determined that a 504 plan is no longer needed, the 504 will be closed.
8. All existing 504 plans will be reviewed during the first few months of school and updated.
9. Unless a parent/guardian or school request a meeting, 504 plans will be reviewed annually.