

TUCSON UNIFIED SCHOOL DISTRICT

SECTION 504 INITIAL EVALUATION/PLACEMENT CHECKLIST

Student Name: _____ Student #: _____

School: _____ Grade: _____

1. The Campus 504 Coordinator initiates or receives a Section 504 Evaluation Referral. _____
(Date)
2. The Campus 504 Coordinator sends home:
 - Parent Notice for Consideration for Section 504 Protections _____
 - Parent Input Form _____
 - Student Input Form _____
 - Parent's Rights and Safeguards Under Section 504 _____
3. The Campus 504 Coordinator sends Teacher Input Form to all teachers. _____
(Date)
4. The Campus 504 Coordinator sends Parent and Student Invitation: Section 504 Meeting to parent/guardian. _____
(Date)
5. The Campus 504 Coordinator collects and reviews sources of data to assist with the Section 504 Evaluation meeting and guides discussion using and completing Section 504 Evaluation. _____
(Date)
If further data is needed to determine eligibility, an assessment plan is developed, with a meeting date set to reconvene to review additional data. _____
(Date)
6. Members of the Section 504 Team review data and complete the Section 504 Eligibility Determination Report form, gaining parent consent for placement if student is eligible. _____
(Date)
7. The Section 504 Team develops a Section 504 Student Accommodation Plan, if determined necessary by the Section 504 Team. _____
(Date)
8. The Campus 504 Coordinator updates the Infinite Campus screen if student is:
 - Eligible for Section 504 Student Accommodation Plan. _____
(Date)
 - Eligible but no plan required due to remission or mitigating measures. _____
(Date)
 - Eligible but parent refuses/revokes consent for services. _____
(Date)
9. The Campus 504 Coordinator provides a copy of the Section 504 Student Accommodation Plan to all members of the Section 504 Team and obtains signatures on the Section 504 Teacher Confirmation. _____
(Date)
10. The Campus 504 Coordinator maintains the original documents and provides copies to parent/guardian. _____
(Date)
11. The Campus 504 Coordinator ensures that the Section 504 Student Accommodation Plan is sent to the new location if the student changes schools within the District. _____
(Date)