

Tucson Unified School District

SECTION 504 RE-EVALUATION/PLACEMENT CHECKLIST

Student Name: _____ Student #: _____

School: _____ Grade: _____

For students with a current 504 Plan upon entering the District:

1. Complete Section 504 Teacher Confirmation. _____
(Date)
2. Send home to parent/guardian: _____
(Date)
 - Section 504 Review Letter;
 - Copy of signed Section 504 Teacher Confirmation; and
 - Parent's Rights and Safeguards Under Section 504.

For students with current Section 504 Student Accommodation Plans upon entering the district and for annual reviews:

3. The Campus 504 Coordinator sends Parent and Student Invitation: Section 504 Meeting and Parent's Rights and Safeguards Under Section 504 to parent/guardian. _____
(Date)
4. The 504 Team reviews the Section 504 Student Accommodation Plan and revises as needed. _____
(Date)
5. For periodic re-evaluations, the Campus 504 Coordinator:
 - Sends home Parent Input Form and Student Input Form for any updated information along with Parent and Student Invitation: Section 504 Meeting and Parent's Rights and Safeguards Under Section 504 to parent/guardian; _____
(Date)
 - Sends Teacher Input Form to all teachers; and _____
(Date)
 - Uses Section 504 Evaluation to review existing data and either determine continued eligibility or determine if additional data is needed. _____
(Date)

If additional data is needed and obtained, 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 revises the 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 the 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 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)
12. The Campus 504 Coordinator completes the Section 504 Summary of Performance when the student is in the final semester of his/her senior year and preparing to graduate. A copy is maintained by the Campus 504 Coordinator. _____
(Date)