

504 MONITORING CHECKLIST

STUDENT:

DOB:

NOTES:



FORM		TEST	YES	NO
1	ACCESS LIST	Is an Access List (Education Confidentiality of Information Safeguards) posted near cumulative folders?		
2	504.6 DISTRIBUTION	Is there evidence that site facilitator informed staff and distributed plans ?		
3	504.10 FOLDER	Is a folder (Reasonable Accommodations Provided in Accordance with Section 504) inside the cumulative folder?		
4	504.7 RECORD OF ACCESS	Is the Record of Access attached to the left side of the folder and documented each time someone accesses?		
5	504.8 CONTACT LOG	Are all contacts (parent phone calls, etc.) documented on the Contact Log ?		
6	504.2 REFERRAL	Is the referral complete?		
7	504.5 EVALUATION QUESTIONS	Is there indication that an evaluation is needed/not needed (one box is checked)? Is the evaluation question answered?		
8	504.5 PERMISSION	If formal evaluation is indicated, did parent complete permission section at bottom of form?		
9	504.3 PARENT NOTIFICATION	Is there a Parent Notice for the initial meeting?		
10	504.1 PAGES 1 & 2 CURRENT PLAN	Is there a current 504 plan (developed within the past 12 months)?		
11	504.1 SUMMARY	Does the 504 Plan Summary reflect varied input (teacher, parent, classroom data, grades, test scores, etc.) and sufficient enough to create specific accommodations?		
12	504.1 BASIS FOR DETERMINATION OF NEEDS	Is a specific physical or mental impairment stated?		
13	504.1 BASIS FOR DETERMINATION OF NEEDS	Is a major life activity specifically identified?		
14	504.1 BASIS FOR DETERMINATION OF NEEDS	Is the specific educational impact described?		
15	504.1 DATES	Are there beginning and ending dates?		
16	504.1 ACCOMMODATIONS	Are accommodations directly related to deficits described in the summary?		
17	TESTING ACCOMMODATIONS	Were testing accommodations considered? If they are needed, is the need included in the plan?		
18	504.1 PARENT RIGHTS	Is there evidence that a copy of the Parent Rights/ Procedural Safeguards was given to the parents, (e.g. Is the box checked?) Parent may also initial.		
19	504.1 ANNUAL REVIEW	Did the meeting occur within one year of the previous 504 plan?		
20	504.4 MEETING NOTICE	Is there a written notice for each annual review?		
21	504.TL TRACKING LOG	Is this student/meeting included on a monthly tracking log?		
22	DISTRIBUTION	Is it clearly indicated in the 504 folder that the plan and contact log were sent to Student Support Services (e.g., fax receipt, entry on contact report)?		