504 MEETING OBSERVATION

Observed by _____

TEACHER_____STUDENT_____DATE_____

INVITATION

	Yes/No	Comments
10 day notice given?		
Were all relevant parties invited? Those that work with the Student and have knowledge about the student		__Parent ___Student ___Gen Ed Teacher __504 Case Manager__ Nurse (If applicable) ___Sch Psy If applicable) ___District Rep ___ Building principal ___Specialists (If applicable)
Did all parties attend?		__Parent ___Student ___Gen Ed Teacher __504 Case Manager__Nurse (If applicable) ___Sch Psy If applicable) ___District Rep ___ Building principal ___Specialists (If applicable)

MEETING – Evidence of…

Introduce the participants and their roles		
Clarify purpose of the meeting		
Review agenda		
Identify note-taker for meeting (if using one)		
Lead group through agenda – do time-checks as needed.		
Complete Section 504 Eligibility Determination Report (if new to 504).		
Complete Section 504 Plan (if needed), or revise as needed.		
Provide copies of Report and Plan to parents or tell them when they will get a copy.		
Provide Statement of Parent Rights to parent (keep signed copy for Cumulative File).		
Is the pacing of the meeting adequate?		
Are all current forms ready for the meeting? (See checklist)		

Eligibility and Placement – Evidence of …

Educational History & Present Educational		

Example from local district

2016-2017

Sources of Evaluation Information (include date and		
Results of Assessments		
Present Learning and Education Performance Description		
Evidence of current classes and grades		
School attendance (if needed)		
Other relevant information		
Eligibility determined		
List the accommodations, services or supports necessary to address the student's disability in the educational setting		
Describe the educational placement		
Annual Review completed		

LEAST RESTRICTIVE ENVIRONMENT

Were options discussed and decided as a team?		

504 Parent consent

Placement discussed?		
Placement page signed by attendees?		

END MEETING:

ADDITIONAL COMMENTS: