

## 504 Reminder Checklist

Student's Name: \_\_\_\_\_

	Who needs to be invited (counselor, psychologist, nurse, interpreter, or others)
	Is an expenditure anticipated for special equipment/materials? If so, contact 504 Coordinator for Deputy Superintendent authorization prior to meeting.
	Does Vocational Rehabilitation need to be invited?
	Have there been schedule changes since last plan?
	Date set and invitations sent
	Is teacher coverage needed?
	Conduct EC meeting if initial or triennial is due
	Developed accommodation plan
	Are any materials or special equipment needed?
	Will staff or student need any training as part of plan?
	Is health plan needed?
	What testing accommodations are needed?
	Are releases of confidential information needed?
	Is prior written notice or Memo of Conference needed?
	Parent copies provided
	Plan disseminated to involved staff
	Student is tagged
	Plan forwarded to BOE