

## **Are you making sure that 504's are being implemented with integrity?**

### **How often should a 504 committee meet for eligible students?**

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Lessons learned at CESD Section 504 Conference

At any time that changes need to be made for services, a committee can and should meet. At any time, please consult your local policy or legal counsel for advice.

However, here are some helpful guidelines for annual vs. 3-year reviews. Remember, these are just guidelines and should you have a concern about when to meet, discuss with your 504 Coordinator:

At least every 3 years, the 504 Committee should conduct a re-evaluation on students eligible for Section 504. The re-evaluation is a gathering of data to determine the disability and the impact on the major life activity. If the student is on a plan, then the plan should be checked to make sure the appropriate services/accommodations are in place to help the student. If changes need to be made on the plan, The committee will need to meet and make those determinations and create a new plan. Parents should be notified of the time and place of the meeting.

**BEST PRACTICE**--Annual Review for eligible students with a 504 plan are not required, but would be considered best practice to ensure that the appropriate plans are in place and working for students. Each year, the 504 Coordinator can review the student's status (attendance, grades, classroom performance, state assessment performance, benchmark testing, discipline record, inquiries by a teacher, administrator, or parent, health, social/emotional well-being, etc. If any concerns arise from the review, then an annual review should be conducted. If no concerns arise, then, the 504 coordinator should send a letter to the parent letting them know that no annual review shall be conducted and the 504 plan will remain for the next year. The parent should also receive a copy of their 504 parental rights. If the parents request a review, then the committee will need to meet to re-evaluate.

At any time, consult your committee or 504 Coordinator to ensure that students are receiving the appropriate services through Section 504 and you are evaluating all eligible 504 students at the appropriate times.