

Livonia Public Schools
SECTION 504 CHECKLIST

FORM A

Student Name: _____ Date of Birth: _____

School Building Attending: _____ Grade: _____

1. Section 504 Referral

- Receive signed Section 504 Referral for Evaluation ([Form B](#))
- Date received by the School District _____

2. Parent Consent for Evaluation

- Provide parent Section 504 Notice of Referral and Consent for Evaluation ([Form D](#))
- Provide parent Section 504 Notice of Procedural Safeguards ([Form C](#)).
- Date parent consent received by the District _____
- Date evaluation should be completed _____
(30 school days from date consent received for initial evaluation)

3. Evaluation Process

- Identify Section 504 team members (persons who are knowledgeable about the student, the meaning of evaluation data, and placement options)
 - Determine needed evaluation data. Note: Evaluation information should be obtained from a variety of sources.
 - Seek parent consent to obtain medical information, if appropriate ([Form F](#))
 - Send Letter to Physician ([Form G](#)) and Physician's Statement ([Form H](#))
- Note: A parent is not required to provide the School District medical information or permission to contact the student's physician
- Use Teacher Input forms ([Form I](#)), if appropriate

4. Section 504 Meeting

- Determine date, time, and location for meeting
- Notify Section 504 team members of meeting date, time, and location
- Send parent Section 504 Meeting Notice and Invitation ([Form J](#))
- Convene meeting
- Review evaluation data and determine eligibility/continued eligibility
- Complete Section 504 Plan ([Form K](#))
- Provide parent Notice of Procedural Safeguards ([Form C](#))
- If parent is not present at meeting, send copy of paperwork, including Notice of Procedural Safeguards, to home address

5. Section 504 Plan Implementation

- Notify persons with implementation responsibilities of the Plan's existence and their responsibilities under the Plan
- Monitor the student's progress and the effectiveness of the Plan
- Review the Plan at least annually and whenever the student's situation warrants review
- Reevaluate at least every three years.