

Student: _____

504 Tracking

FORMS	Date Sent/Signed
Parent invite letter to meeting	
Consent form / Notice of action http://home.wsd.wednet.edu/WSD/online_forms/ss_pdf/504Consent%20Form.pdf	
504 rights http://home.wsd.wednet.edu/WSD/online_forms/ss_pdf/504Brochure.pdf	
Eligibility Determination Form http://home.wsd.wednet.edu/WSD/online_forms/ss_pdf/Eligibility%20Form.pdf	
504 plan http://home.wsd.wednet.edu/WSD/online_forms/ss_pdf/504plan.pdf	
Update Skyward with 504 Student	
Place document in student file!	
Release of Information (as needed)	

STEPS

INITIAL 504

1. Initial parent invite letter.
Notice of Action / Consent Form
(need parent signature to proceed)
Parent and Student Rights
2. At meeting
Eligibility Determination Form
Complete a 504 plan OR not.
3. Review annually

REVIEW Annually

1. Review parent invite letter.
Notice of Action / (*Consent Form (do NOT need parent signature to review)*)
Use this form to exit a child
Parent and Student Rights
2. At meeting
Eligibility Determination Form
Complete a 504 plan OR not.
3. Review annually

Every three years need to do a **RE-EVALUATION** Obtain new documentation of disability