

SECTION 504
Of the Rehabilitation Act of 1973
Summary of documentation

Student name:

Year:

Description of document	Action Taken	Status of Document	Completed and in file (Date)	PDF filename
Section 504/ADA Referral Form	Completed by:			ADA Referral Form
File Alert	Use as cover for each file			504 File Alert
Notification of 504 Meeting	Send to parents/copy to meeting attendees			Notification of 504 Meeting
Parent/Student Rights in Identification, Evaluation and Placement	Send to parents along with Notification of 504 Meeting			504 Procedural Safeguards
Pre-meeting Details	Complete prior to meeting			Pre-meeting Details
504 Eligibility Meeting (notes of meeting data & input)	Complete during meeting			Eligibility Meeting
Eligibility Determination Form				Eligibility Determination Form
Eligibility Notice				Eligibility Notice
Accommodation Plan				Accommodation Plan
Participant Sign-Off Log	By all teacher of supported student			Participant Sign-off Log
Non-Eligibility Determination				Non-Eligibility Determination
Termination Form	Secure all signatures. Place in front of file.			Termination Form