504 Plan Meeting Checklist

IEP & 504 Support · PreK–12

Prepare for Section 504 meetings, gather information, and track consistent implementation, monitoring, and follow-up.

Meeting Preparation

- [ ] Confirm the meeting date, time, location, and format with the 504 coordinator.
- [ ] Check that notice was provided to the family according to district procedures.
- [ ] Review the student's current 504 plan and accommodations.
- [ ] Clarify the meeting's purpose, such as initial plan, annual review, or plan change.
- [ ] Arrange an interpreter or translated materials if the family needs them.

Participants

- [ ] Confirm team members required by your district's Section 504 procedures will attend.
- [ ] Invite teachers who know the student and can speak to classroom performance.
- [ ] Include the school nurse or other staff when health-related needs will be discussed.
- [ ] Invite the student to participate when appropriate.

Student Information

- [ ] Gather classroom observations and work samples.
- [ ] Note which accommodations the student uses and how well they are working.
- [ ] Collect relevant grades, attendance, and assessment information.
- [ ] Bring documentation the family or outside providers have shared with the school.
- [ ] List questions or concerns to discuss with the team.

During the Meeting

- [ ] Begin with the student's strengths and progress.
- [ ] Invite family and student input on what helps and what is difficult.
- [ ] Base decisions on the student's individual needs, not a standard list of supports.
- [ ] Record agreed changes, responsibilities, and timelines.

Implementation & Follow-Up

- [ ] Follow district procedures for finalizing and distributing the plan.
- [ ] Share the updated plan with staff responsible for implementing it.
- [ ] Implement accommodations consistently across classes, testing, and activities.
- [ ] Document how and when accommodations are provided, as your district requires.

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- [ ] Monitor whether accommodations are effective and note any concerns.
- [ ] Contact the 504 coordinator if the plan may need to be reconsidered.
- [ ] Keep 504 records confidential and store them securely.
- [ ] Schedule the next review date.

A general organizational tool; follow your district's Section 504 procedures. Legal requirements vary, and accommodations are decided for each student individually.

Notes