

Your Guide to Preparing a 504 Plan with Forms & Checklists for Children with Disabilities



Action School Kit: Your Guide To Preparing A 504 Plan With Forms & Checklists For Children With Diabetes

★★★★★ 5 out of 5

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A 504 plan is a legal document that outlines the accommodations and support services that a child with a disability needs to access education on an equal footing with their peers. 504 plans are based on the Rehabilitation Act of 1973, which prohibits discrimination against individuals with disabilities in federally funded programs, including schools.

504 plans are not the same as Individualized Education Programs (IEPs). IEPs are for children with disabilities who need special education services. 504 plans are for children who do not need special education services, but who need accommodations to help them access the general education curriculum.

This guide will help you understand the 504 planning process and provide you with customizable forms and checklists to make the process as smooth as possible.

Step 1: Determine if Your Child Needs a 504 Plan

The first step in the 504 planning process is to determine if your child needs a 504 plan. To qualify for a 504 plan, your child must have a disability that:

- Substantially limits one or more major life activities
- Is a record of such an impairment
- Is regarded as having such an impairment

Major life activities include, but are not limited to:

- Caring for oneself
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Speaking
- Breathing
- Learning
- Working

If you believe that your child may have a disability that qualifies for a 504 plan, you should contact your child's school and request an evaluation.

Step 2: Gather Information

Once you have determined that your child needs a 504 plan, you will need to gather information about your child's disability and educational needs. This information will be used to develop your child's 504 plan.

The following information is typically included in a 504 plan:

- A description of your child's disability
- A statement of your child's educational needs
- A list of the accommodations and support services that your child needs
- A timeline for implementing the accommodations and support services
- A procedure for reviewing and revising the 504 plan

You can gather this information by:

- Talking to your child's teachers
- Talking to your child's doctor
- Observing your child in the classroom
- Reviewing your child's school records

Step 3: Develop a 504 Plan

Once you have gathered all of the necessary information, you can begin developing your child's 504 plan. You can do this by yourself, or you can work with a school staff member, such as a special education teacher or school counselor.

When developing your child's 504 plan, it is important to:

- Be specific about your child's needs
- Set realistic goals
- Make sure that the plan is tailored to your child's individual needs
- Be flexible and willing to make changes as needed

Step 4: Implement the 504 Plan

Once your child's 504 plan has been developed, it is important to implement the plan as soon as possible. This will ensure that your child receives the accommodations and support services that they need to succeed in school.

To implement your child's 504 plan, you will need to:

- Provide a copy of the plan to your child's teachers
- Make sure that your child's teachers are aware of the accommodations and support services that your child needs
- Monitor your child's progress and make adjustments to the plan as needed

Step 5: Review and Revise the 504 Plan

504 plans should be reviewed and revised on a regular basis. This will ensure that the plan is still meeting your child's needs.

You should review your child's 504 plan at least once a year. However, you may need to review the plan more often if your child's needs change.

When reviewing your child's 504 plan, you should:

- Make sure that the plan is still meeting your child's needs
- Make any necessary changes to the plan
- Discuss the plan with your child's teachers and other school staff

Forms and Checklists

The following forms and checklists can help you prepare your child's 504 plan:

- 504 Plan Request Form
- 504 Plan Evaluation Form
- 504 Plan Development Form
- 504 Plan Implementation Checklist
- 504 Plan Review Checklist

Preparing a 504 plan for your child can be a daunting task. However, by following the steps outlined in this guide and using the provided forms and checklists, you can make the process as smooth as possible.

Remember, the most important thing is to ensure that your child receives the accommodations and support services that they need to succeed in school.



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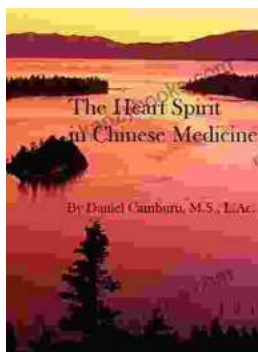
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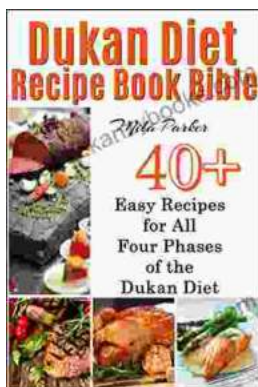
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