

Sacramento City Unified School District

504 Checklist

Noel Estacio, District 504 Coordinator II,
Student Support and Health Services
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Student: _____

School site: _____

Grade: _____ Student ID: _____

Date completed	Task
1) Referral completion:	
	Referral completed and distributed
	Parent/guardian notification of rights and referral sent
	Parent/guardian consent for evaluation obtained
2) Determine eligibility:	
	Evidence gathered to determine eligibility
	Eligibility determination worksheet completed
3) Create and/or update 504 plan:	
	Parent notification of meeting sent
	Plan completed and signed by all committee members
	Copy signed and given to parent
4) Implementation and monitoring:	
	Distribute plan to all necessary parties
	Send plan to district 504 coordinator via email
	Update information in Infinite Campus
Set review date(s) no later than 1 year after plan creation. Annual reviews include steps 2-4.	