**Sacramento City Unified School District**

504 Checklist

*Victoria Flores, District 504 Coordinator*

*Director III, Student Support and Health Services*

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Student: Click or tap here to enter text.

School site: Click or tap here to enter text.

Grade: Click or tap here to enter text.

Student ID: Click or tap here to enter text.

|  |  |
| --- | --- |
| **Date completed** | **Task** |
| 1. **Referral completion:** | |
|  | [Referral](https://www.scusd.edu/sites/main/files/file-attachments/referral_for_consideration_of_504_determination.doc) completed and distributed |
|  | [Parent/guardian notification of rights](https://www.scusd.edu/sites/main/files/file-attachments/parentrightsaffordedbysection_504english.pdf) and referral sent |
|  | [Parent/guardian consent for evaluation obtained](https://www.scusd.edu/sites/main/files/file-attachments/consent_for_section_504_evaluation.doc) |
| 1. **Determine eligibility:** | |
|  | Evidence gathered to determine eligibility |
|  | [Eligibility determination worksheet completed](https://www.scusd.edu/sites/main/files/file-attachments/eligibility_determination_worksheet_504.docx) |
| 1. **Create and/or update 504 plan:** | |
|  | [Parent notification of meeting](https://www.scusd.edu/sites/main/files/file-attachments/parentnotification_504_final.docx) sent |
|  | [Plan completed](https://www.scusd.edu/sites/main/files/file-attachments/504plan_template_scusd_final.pdf) and signed by all committee members |
|  | Copy signed and given to parent |
| 1. **Implementation and monitoring:** | |
|  | Distribute plan to all necessary parties |
|  | Send plan to district 504 coordinator via email |
|  | [Update information in Infinite Campus](https://drive.google.com/drive/folders/1OMocGogAZlhEKf1OtHJw8buv1SfT9WQ1) |
| Set review date(s) no later than 1 year after plan creation.  Annual reviews include steps 2-4. | | |