samegoal

Annual Plan

A student's Section 504 plan should be reviewed each year.

Annual plan

Steps *To complete an annual Section 504 review in SameGoal:*

1. **Notice of 504 Team Meeting**
    - Create document.
    - Enter information in **Notice** tab.
        - **Purpose of Meeting** should include **Section 504 plan annual review**.
        - If a reevaluation will also be discussed (e.g. annual plan review coincides with triennial evaluation), also check **Section 504 reevaluation**.
    - Share the document with parent(s).
    - Once they respond, mark the document complete.
2. **Section 504 Plan**
    - Create document.
    - Share with other educators as relevant.
    - Enter information. Set **Meeting Type** as **Annual Review**.
    - Add signatures.
    - Mark document complete.