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**.
    - Share the document with parent(s).
    - If printed and shared with parent:
        - Document parent response in SameGoal.
        - Optionally attach original.
    - Mark the document complete.
2. **Section 504 Plan**
    - Create document.
    - Share with other educators as relevant.
    - Enter information. Set **Meeting Type** as **Annual Review**.
    - Work with the 504 team to review and update the plan.
    - Sign electronically or attach signature page.
    - Mark the document complete.