

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.