

## Triennial Reevaluation

Periodic reevaluations are required for Section 504 students and generally occur every three years.


- Joint reevaluation and plan
- Separate reevaluation and Plan

### Joint reevaluation and plan

If you plan to conduct a single meeting to make an eligibility determination and develop the annual plan, you can follow this workflow.

**Steps** *To complete a triennial Section 504 evaluation in SameGoal:*

#### 1. Consent for Section 504 Reevaluation

- Create document.
- On the **Consent** tab:
  - Enter information.
  -  **Tip** **Notice of Parent/Student Rights** referenced in this document is available from the print menu dropdown automatically as an **Additional View**.
- Share the document with parent(s). Parent should indicate response on **Parent** tab.
- If printed and shared with parent:
  - Document parent decision in SameGoal.
  - Optionally attach original.
- Mark **Date received by campus** or **No parent response** in form bottom right.
- Mark document complete.

#### 2. Section 504 Evaluation Parent Input *(optional)*

- Create document.
- Share document with parent(s) for input.

- If printed and shared with parent:
  - Enter/summarize parent input.
  - Optionally attach original input.
- Mark document complete.

### 3. **Section 504 Evaluation Staff Input** *(optional)*

- Create document.
- Share document with educator (requires educator has SameGoal account).
- If printed and shared with educator:
  - Enter/summarize parent input.
  - Optionally attach original input.
- Mark document complete.

### 4. **Notice of 504 Team Meeting**

- Create document.
- Enter information in **Notice** tab. **Purpose of Meeting** should include both **Section 504 reevaluation** and **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.

### 5. **Section 504 Evaluation**

- Create document.
- Share with other educators as relevant.
- Enter information. Set **Evaluation Type** as **Reevaluation**.
- Work with the evaluation team to conduct the evaluation and make an eligibility determination.
- Sign electronically or attach signature page.
- Mark document complete.

### 6. **Section 504 Prior Written Notice** indicating student is no longer eligible *(as relevant based on reevaluation)*

- Create document.
- Enter information.
- The purpose should include **proposes to initiate the Cessation of 504 services due to the student no longer being eligible**.
- Mark complete.
- Share with parent(s).

## 7. 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.

## Separate reevaluation and plan

If you plan to conduct separate meetings to make an eligibility determination and develop the annual plan, you can follow this workflow.

**Steps** *To complete a triennial Section 504 evaluation in SameGoal:*

### 1. Consent for Section 504 Reevaluation

- Create document.
- On the **Consent** tab:
  - Enter information.
  -  **Tip** **Notice of Parent/Student Rights** referenced in this document is available from the print menu dropdown automatically as an **Additional View**.
- Share the document with parent(s). Parent should indicate response on **Parent** tab.
- If printed and shared with parent:
  - Document parent decision in SameGoal.
  - Optionally attach original.
- Mark **Date received by campus** or **No parent response** in form bottom right.
- Mark document complete.

### 2. Section 504 Evaluation Parent Input *(optional)*

- Create document.
- Share document with parent(s) for input.
- If printed and shared with parent:
  - Enter/summarize parent input.
  - Optionally attach original input.
- Mark document complete.

### 3. Section 504 Evaluation Staff Input *(optional)*

- Create document.
- Share document with educator (requires educator has SameGoal account).
- If printed and shared with educator:
  - Enter/summarize parent input.
  - Optionally attach original input.
- Mark document complete.

#### 4. Notice of 504 Team Meeting

- Create document.
- Enter information in **Notice** tab. **Purpose of Meeting** should include **Section 504 reevaluation**.
- Share the document with parent(s).
- If printed and shared with parent:
  - Document parent response in SameGoal.
  - Optionally attach original.
- Mark the document complete.

#### 5. Section 504 Evaluation

- Create document.
- Share with other educators as relevant.
- Enter information. Set **Evaluation Type** as **Reevaluation**.
- Work with the evaluation team to conduct the evaluation and make an eligibility determination.
- Sign electronically or attach signature page.
- Mark document complete.

#### 6. Section 504 Prior Written Notice indicating student is no longer eligible (*as relevant based on reevaluation*)

- Create document.
- Enter information.
- The purpose should include **proposes to initiate the Cessation of 504 services due to the student no longer being eligible**.
- Mark complete.
- Share with parent(s).

#### 7. Notice of Ineligibility for a Section 504 Plan (*optional, as relevant based on reevaluation*)

- Create document.
- Enter information.
- Mark complete.
- Share with parent(s).

#### 8. Notice of Eligibility for a Section 504 Plan (*optional, as relevant based on reevaluation*)

- Create document.
- Enter information.
- Mark complete.
- Share with parent(s).

If the student continues to be eligible for Section 504 service, the Section 504 team can conduct an plan review.