samegoal

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.