Annual Review

A student's Section 504 plan will need to be reviewed and updated annually.

Parent Invitation

Steps *To invite the parents to the plan meeting:*

1. Create a **Section 504: Parent Invitation**.
2. Select the purpose **To develop, review and/or revise your child's Section 504 plan**.
3. Provide meeting information.
4. Share the document with the parents.
5. When the parents respond, mark the document complete.

Develop the Plan

Steps *To review a Section 504 plan:*

1. Create a **Section 504: Plan** by creating it from scratch or copying from the previous year's plan.
2. Select a meeting type of **Review/Continuing 504 Plan**.
3. Provide relevant dates.
   - Next evaluation should be 3 years minus 1 day after the previous evaluation.
   - End date should be 1 year minus 1 day after the start date.
   - Next review should be 1 year minus 1 day after the current plan.
4. Review sections 1, 2, and 3 and update as necessary.
5. Meet to discuss the plan, have all meeting participants and parents add their signatures, and have the parents grant or deny consent for the plan to be implemented.
6. Mark the document complete.
7. Share a copy of the plan along with a **Notice of Parent/Student Rights** with the parents.

💡 Tip The plan cannot be amended. If a change needs to be made after the document is complete, copy the existing plan to a new document and enter a new meeting date.