

## Triennial Reevaluation

A student receiving Section 504 supports will need to be reevaluated every 3 years.

In order to evaluate a student, first notify the parents, obtain their consent, and invite them to the evaluation meeting.

### Notify Parents and Obtain Consent

**Steps** *To notify the parents and obtain consent:*

1. **Section 504: Prior Written Notice**
2. Select **Section 504 Plan Periodic Reevaluation** as the type of action.
3. Provide necessary information and contact information.
4. Share the document with the parents and mark it complete.
5. **Section 504: Parent Consent**
6. Provide background and contact information.
7. Share the document with the parents so they can grant or deny consent.
8. Complete the document.

## Parent Invitation - Evaluation

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

1. Create a **Section 504: Parent Invitation**.
2. Select the purpose **To determine if your child is eligible, or continues to be eligible under Section 504**.
3. Provide meeting information.
4. Share the document with the parents.
5. When the parents respond, mark the document complete.

## Evaluation

**Steps** *To conduct an evaluation:*

1. Create a **Section 504 Evaluation**.
2. Select **Review 504 Evaluation**.
3. Provide relevant dates.
4. Share the document with the evaluation team so each team member may conduct their evaluation.
5. Come together and provide a summary of findings in **Section 1**. Optionally, attach supporting documentation.
6. Make a determination about eligibility in **Section 2**.
7. All meeting participants and parents should review and add their signatures in **Section 3**.
8. Once everyone agrees on a decision, the document can be completed.

## Parent Invitation - Plan


**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 develop a new 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.