

## 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**.
  - If a reevaluation will also be discussed (eg annual plan review coincides with triennial evaluation), also check **Section 504 reevaluation**.
- Share the document with parent(s).
- If printed and shared with parent:
  - Document parent response in SameGoal.
  - Optionally attach original.

#### 2. Section 504 Plan

- Create document.
- Share with other educators as relevant.
- Enter information. Set **Meeting Type** as **Annual Review**.
- Sign electronically or attach signature page.
- Mark document complete.