

Snapshot

A student's Section 504 plan should be reviewed each year. However, if the student's needs have not changed since the previous year, a "Snapshot" review may be conducted and the previous year's plan can continue to be implemented.

Snapshot review

Snapshot documentation can be completed in order to satisfy the Section 504 annual review deadlines. When conducting a snapshot review, ensure you contact the parents and appropriate school staff to get their input.

Steps *To complete snapshot documentation:*

1. Create a **Section 504 Snapshot Review**.
2. Select which sources of information were reviewed and provide the date the parents were contacted.
3. Indicate if there are any concerns or if the plan needs a revision.
4. After conducting the snapshot review, make a determination of whether or not there is a need for a formal Section 504 plan review.
5. Complete the document.
6. If a formal review is needed, complete an annual plan review. If a formal review is not needed, you will need to send a snapshot letter to the parents within 7 days.
7. Create a **Section 504 Snapshot Letter**. This form provides the parents with an explanation of a snapshot review as well as contact information if they would like a formal review conducted.
8. Fill out the document and attach a copy of the previous year's plan.
9. Share the document with the parents and mark it complete.
10. If you need to extend the plan dates, amend the current **Section 504 Plan**.
11. At the bottom of the cover page, click **add Amendment/Revision**.
12. Fill out the table and click **add End Date Extension (per Completed Snapshot Review)**.

13. Enter the **New End Date**.
14. If the student's accommodations need to be updated to include the same accommodations but for the next year's assessments, you can make those changes to the plan.
15. If you do make updates to accommodations, in the **Amendments/Revisions** table, click **add Change** and describe the updates.
16. Mark the document complete.

When a snapshot review is completed, the previous year's plan will continue to be implemented and another plan review will not be needed until the following year.

If the decision is made to conduct a formal review after a snapshot review is completed, the typical annual review workflow may be conducted and deadlines will update accordingly.