

504 Plan Meeting Prep Checklist

Walk into your child's 504 meeting organized, informed and ready to advocate.

BEFORE THE MEETING

- ☐ Request the meeting in writing
- ☐ Gather report cards, work samples & notes
- ☐ List how the disability affects school
- ☐ Draft the accommodations you want
- ☐ Review any prior 504 or evaluation

QUESTIONS TO ASK

- ☐ What accommodations will be provided?
- ☐ Who is responsible for each one?
- ☐ How will progress be monitored?
- ☐ How do we handle problems?
- ☐ When will we review the plan?

BRING WITH YOU

- ☐ Your notes and this checklist
- ☐ Medical or evaluation documentation
- ☐ A list of specific concerns
- ☐ A trusted person for support

AFTER THE MEETING

- ☐ Get a copy of the written 504 plan
- ☐ Confirm teachers are informed
- ☐ Note the review/reevaluation date
- ☐ Keep records of what's working