



Third Step to Write 504 Plan (Third Meeting)

- _____ 1. Referral documentation and evaluation results are reviewed by educational team prior to meeting.
- _____ 2. Educational team revises *Strategy Plan* or develops a proposed *504 Plan* prior to meeting.
- _____ 3. Parents and outside service providers are invited to the *504 Plan* meeting 2 weeks prior to meeting.
- _____ 4. Meeting is initiated, participants are introduced, roles are designated, and process is outlined by facilitator.
- _____ 5. Evaluation results are explained by service provider or facilitator.
- _____ 6. Current level of performance is updated by student, parent, and staff.
- _____ 7. Team determines need for *Archdiocese of Louisville 504 Plan*.
- _____ 8. Team completes *504 Plan Prompt*.
- _____ 9. *Archdiocese of Louisville 504 Plan* is designed.
- _____ 10. *Archdiocese of Louisville 504 Plan* is signed and copies are given to all service providers and parents.
- _____ 11. Reconvene dates are established.
- _____ 12. Progress Report dates are determined and forms are distributed to service providers and parents.
- _____ 13. Documentation forms are distributed to all service providers and parents.

Student Name:	Grade:
504 Coordinator:	Date:
Members Present:	