



REVIEWING OF 504 PLANS AND ENSURING ON-GOING ELIGIBILITY

1. The School Equity Coordinator is responsible for monitoring the implementation and review of all 504 plans. **The student's on-going eligibility status should be re-confirmed at each convening of the Child Study Team.**

2. A review should be conducted whenever a concern is called to the school's attention by a parent, teacher, or other professional. A review is required for any significant change in the educational plan. The following are examples of significant changes in the educational plan:
 - ◆ changing levels (moving from elementary school to middle school; moving from middle school to high school)
 - ◆ entering a new school district
 - ◆ serial (out-of-school) suspensions that exceed ten days in a school year

3. The Child Study Team should consist of those professionals who:
 - ◆ are responsible for the student while in the school environment
 - ◆ are responsible for the teaching of the student
 - ◆ have legal guardianship of the student
 - ◆ are able to provide input/recommendations regarding solution(s) for the student's problem(s)/needs. (OCRCA, Section 504 of the Rehab. Act 1973, 1992)

4. The review team should check for eligibility for services, as outlined in the District Guide for Meeting the Needs of Students, Section 504 of the Rehabilitation Act of 1973, FLDOE, 2005. The District Guide may be accessed via <http://www.firn.edu/doe/commhome/pdf/sect504.pdf>