

Section 504 Implementation Steps Beginning of the Year	
<p><u>Run TIENET Reports</u></p> <ul style="list-style-type: none"> <li>• Projected Annual Due Date <ul style="list-style-type: none"> <li>○ Beginning of the year</li> <li>○ Quarterly</li> </ul> </li> <li>• Projected Reevaluation Due Date <ul style="list-style-type: none"> <li>○ Beginning of the year</li> <li>○ Quarterly</li> </ul> </li> <li>• Documents in draft past meeting date <ul style="list-style-type: none"> <li>○ Unknown what happened at the meeting</li> <li>○ No Protection Fields</li> </ul> </li> <li>• Case Manager lists <ul style="list-style-type: none"> <li>○ Beginning of the year</li> <li>○ Mid year</li> </ul> </li> <li>• Bulk Printing <ul style="list-style-type: none"> <li>○ Beginning of the year</li> </ul> </li> </ul>	<p><u>Convene the School 504 Team</u></p> <ul style="list-style-type: none"> <li>• Assess your team's functioning (Strengths, Areas for Improvement)</li> <li>• Identify Training needs <ul style="list-style-type: none"> <li>○ Required</li> <li>○ Testing Accommodations</li> </ul> </li> <li>• Identify goal areas <ul style="list-style-type: none"> <li>■ Distribution of cases</li> <li>■ Team roles</li> <li>■ Meeting roles</li> <li>■ Administrative support and scheduling</li> <li>■ Meeting plan for the year (cases and whole team)</li> </ul> </li> </ul>
<p><u>Teacher Sign Off</u></p> <ul style="list-style-type: none"> <li>• Develop a plan to ensure teachers sign off that they have a copy, read, and know the case manager</li> <li>• Google form on Canvas page in support documents</li> </ul>	<p><u>Substitute Plan</u></p> <ul style="list-style-type: none"> <li>• Develop a plan to ensure substitute teachers know accommodations</li> <li>• Copy with substitute plans</li> </ul>
<p><u>Conduct Co- and Extracurricular Accommodation Training</u>  Required <a href="#">504 team training</a> prior to November, 2019  <a href="#">Overview training</a> for instructional staff arranging field trips</p>	

Section 504 Implementation Steps  
Mid Year

Team Training

- Ensure all staff have taken the 504 Canvas Training
  - Eligibility
  - Plan
- Ensure all staff have taken
  - Procedural Safeguards - all new staff or new ABCs
- Ensure all staff understand Testing Accommodation
  - Partner with STC if training is needed

Meeting to assess progress on Team Goals

- Distribution of cases
- Team roles
- Meeting roles
- Administrative support and scheduling
- Meeting plan for the year (individual cases and whole team)

Run TIENET Reports

- Projected Annual
- Projected Reevaluation
- Documents in Draft past Meeting Date

Section 504 Implementation Steps  
End of the Year

Run TIENET Reports

- Projected Annual
- Projected Reevaluation
- Documents in Draft past Meeting Date

Meeting to assess progress on Team Goals

Implementation

- Distribution of cases
- Team roles
- Meeting roles
- Administrative support and scheduling
- Meeting plan for the year (individual cases and whole team)

Evaluation

- What worked?
- What did not?
- Goals for next year