Sacramento City Unified School District
504 Checklist

Noel Estacio, District 504 Coordinator II,
Student Support and Health Services
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Student: _____

School site: _____

Grade: _____   Student ID: _____

Date completed	Task
	1) Referral completion:
	Referral completed and distributed
	Parent/guardian notification of rights and referral sent
	Parent/guardian consent for evaluation obtained
	2) Determine eligibility:
	Evidence gathered to determine eligibility
	Eligibility determination worksheet completed
	3) Create and/or update 504 plan:
	Parent notification of meeting sent
	Plan completed and signed by all committee members
	Copy signed and given to parent
	4) Implementation and monitoring:
	Distribute plan to all necessary parties
	Send plan to district 504 coordinator via email
	Update information in Infinite Campus
Set review date(s) no later than 1 year after plan creation. Annual reviews include steps 2-4.	