

Preparing for a 504 Plan Discussion

A practical checklist for accommodation planning conversations.

Before the discussion

- ☐ Request the current 504 Plan and any related documentation.
- ☐ List the specific barriers your child runs into during the school day.
- ☐ Collect supporting documentation from doctors or outside providers.
- ☐ Identify accommodations that have helped in the past.
- ☐ Ask who will attend and how decisions are made.

Accommodations to consider

- ☐ Extended time, reduced workload, or chunked assignments.
- ☐ Preferential seating, movement or sensory breaks.
- ☐ Testing setting, directions repeated, or use of assistive technology.
- ☐ Health, medication, nursing, or bathroom access plans.
- ☐ Organizational supports, checklists, and home communication.
- ☐ Support for anxiety, attendance, or transitions between classes.

Questions to ask

- ☐ How will each accommodation be shared with every teacher?
- ☐ Who is responsible for making sure it happens?
- ☐ How will we know whether it is working?
- ☐ Should we also consider an evaluation for special education eligibility?

After the discussion

- ☐ Get the written plan and confirm the start date.
- ☐ Send a short email summarizing what was agreed.
- ☐ Set a date to review how the accommodations are working.
- ☐ Keep notes on any day the plan is not followed.