

# 504 Plan Review Checklist

## Overview of What Should Be Written Into a 504 Plan

### Student Information and Impact

- The disability is clearly identified
- The plan explains how the disability limits a major life activity
- The educational impact is described in plain language
- The connection between the disability and the accommodations is clear

### Specific Accommodations

- Each accommodation is written clearly and specifically
- No vague wording like “as needed” or “when appropriate”
- Testing accommodations are clearly defined (extended time, small group, breaks, etc.)
- Classroom accommodations are clearly defined (seating, notes, technology, etc.)
- Homework or workload adjustments are clearly described, if needed

### Implementation Details

- Each accommodation includes who is responsible for providing it
- The setting is clear (all classes, specific classes, testing only, etc.)
- Start date is included
- Staff have been informed of the plan

### Medical and Health Supports (if applicable)

- Emergency procedures are written clearly
- Medication access is documented
- Health-related supports (snacks, water, rest breaks, elevator access, etc.) are included
- Transportation needs are addressed, if applicable

### Behavioral and Emotional Supports (if applicable)

- Access to counseling or check-ins is specified
- Calm-down or regulation supports are described
- Behavior supports are consistent with any existing behavior plan

### Access Beyond the Classroom

- Testing accommodations apply to standardized testing if needed
- Field trips and extracurricular activities are addressed
- Transportation accommodations are included if required

### Review and Updates

- Review timeline is documented
- Process for requesting revisions is understood
- A copy of the final signed plan has been provided

### Red Flags to Watch For

- Language that is too vague to enforce

- Accommodations that do not clearly match the documented impact
- Promises made verbally but not written into the plan
- Missing responsibility assignments

#### Final Question

- If every accommodation on this page were followed consistently, would this student have equal access to school?

This checklist is provided for informational and educational purposes only and is not legal advice. Written Section 504 requirements may vary by state and individual circumstances. For more information visit [adayinourshoes.com/504-plan/](http://adayinourshoes.com/504-plan/)

