

Section 504 Plan MDR Checklist

Student: _____ School: _____

Grade: _____ Date of Birth: _____

Date of Last Annual Review: _____ School 504 Coordinator: _____

** Indicates forms which need to be mailed to parents prior to the meeting*

Expulsion Recommendation Letter from Principal Sent to Parent: _____ Yes _____ No

Long term Suspension/Expulsion Form from Principal Copy in File _____ Yes _____ No

***Assessment Checklist** Form 2 Original in file: _____ Yes _____ No

***District Policy Statement** Form 3 Original to Parent: _____ Yes _____ No

***Procedural Safeguards** Form 4a & 4b Original to Parent: _____ Yes _____ No

***Receipt of Rights** Form 5 Signed by Parent: _____ Yes _____ No

Release of Information Form 7 (if needed) Signed by Parent: _____ Yes _____ No

***Letter of Invitation** Form 8 Sent to Parent: _____ Yes _____ No
(Check Reassessment and MDR)

***Invitation Response** Form 9 Signed by Parent: _____ Yes _____ No

FBA (from current incident) Form 12a Original in File: _____ Yes _____ No

Interview Forms (3) ----- Originals in File _____ Yes _____ No

Copy of Student's Discipline _____ Yes _____ No

BIP Form 12b Original in File: _____ Yes _____ No

504 Conference Minutes Form 14 Signed by Parent: _____ Yes _____ No

504 Follow-up Letter Form 15 Sent to Parent: _____ Yes _____ No

**Reminder: These forms are in addition to any forms your school normally sends to a regular education student who is recommended for expulsion.*

****Have the permanent record available in the meeting**

*****Refer to checklist in the Section 504 Manual**

For Department of Special Programs use only:

Date received from school: _____ 504 Coordinator Initials: _____

Date audited by 504 Coordinator: _____ 504 Coordinator Initials: _____

Notes: _____