LEARNACUITY

Empowering Parents. Strengthening Partnerships. Supporting Students.

EMPOWERING PARENTS • STRENGTHENING PARTNERSHIPS • SUPPORTING STUDENTS

504 MEETING PREP CHECKLIST

A one-page guide to help you walk in prepared, focused, and ready to partner.

Before the meeting, focus on three things: what you are seeing, what you want to understand, and what information will help the team work together.

1 CLARIFY YOUR CONCERNS

☐ Write down your child's 2-3 biggest school-related concerns.

☐ Note when, where, and how often each concern occurs.

☐ Describe the impact on learning, participation, communication, behavior, attendance, or another school activity.

☐ Identify what you most want the team to understand.

2 GATHER WHAT HELPS

☐ Review the current 504 plan or relevant school documents, if applicable.

☐ Gather useful records, work samples, progress information, and school communications you already have.

☐ Organize any outside documentation you choose to share.

☐ Bring examples that show patterns rather than relying only on memory.

3 PREPARE YOUR QUESTIONS

☐ List the questions you want answered before you leave.

☐ Ask what the school has observed and what information is being considered.

☐ Ask what supports may address the barrier and what they would look like in practice.

☐ Ask how progress, implementation, and follow-up will be monitored.

MY QUICK PREP

MY TOP CONCERN	WHAT I MOST WANT TO UNDERSTAND
_____	_____
MY MOST IMPORTANT QUESTION	**WHAT I WANT TO LEAVE KNOWING**
_____	_____

PARTNERSHIP MINDSET Go in ready to share what you know about your child and to learn what the school is seeing. The goal is a shared understanding of the barrier, the support needed, and the next step.

Educational resource only; not legal advice. Section 504 decisions are individualized and follow applicable school/district procedures.