Section 504

Student Progress Teacher Checklist

_____1.   Generate grades for all of your 504 students every 6 weeks reporting period.

504/EL (LEP) Learners: Use *existing* LAP Form

_____1.   In conjunction with LAP progress monitoring completed every six weeks period, ensure that "504" is also selected as an additional program for all existing 504/EL (LEP) learners.

504/Non LEP Students: Use Section 504 Student Progress Monitoring Form

_____1.   Complete the Teacher and Student Information of the Section 504 Student Progress Monitoring Form.

STOP   If your 504 student is **PASSING** and there are no concerns.

Return the Section 504 Student Progress Monitor Form to your 504 Campus Coordinator *one week* after every six weeks reporting period.

CONTINUE   If your 504 student is **FAILING** or having concerns.

_____2.   For any 504 student failing your course or having concerns, ensure you received the student accommodations before the first day of school or by the 2nd day of any new changes in accommodations as they pertain to your course.

_____3.   Ensure you have been implementing the approved 504 accommodations as per the 504 committee and be prepared to explain your implementation process.

_____4.   Provide feedback regarding student progress and accommodation effectiveness by completing the 504 Student Progress Monitoring Form and return the form to your 504 Campus Coordinator *one week* after every six weeks reporting period that reflects a failing average.

_____5.   Ensure there is documentation of teacher communication regarding student progress (email, meeting minutes, communication log, etc.).