

SECTION 504 MEETING MINUTES

Part I: Initial Information

Meeting Date: _____

Period of Accommodation Plan: _____ to _____

Name of Student: _____

Date of Birth: _____

Type of Meeting: Review _____ New Referral _____

Attendees: _____

Part II: Determination of Disability

Does the student have a physical or mental impairment? (YES/NO)

If yes, what is the physical or mental impairment?

List sources of medical or other documentation:

Part III: Determination of Eligibility

Does the student's physical or mental impairment substantially limit a major life activity? In determining "substantial limitation", consider whether:

- a. The student is unable to perform a major life activity that the average person in the general population can perform; or

- b. The student is significantly restricted as to the condition, manner or duration under which the average person in the general population can perform the same activity.

Answer: YES/NO

If yes, what is the major life activity that the student cannot perform or is substantially limited in performing as compared to the average student in the general population? (For example, walking, seeing, breathing, speaking, learning, hearing, caring for oneself, performing manual tasks, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating)¹:

Describe the impact of the disability on the major life activity identified above:

Rate the level of impairment to the major life activity on a scale from 1 to 5, with 1 being "little impairment", 4 being "substantial impairment" and 5 being "severe impairment":_____.

²

Does this student require accommodations in the school setting? YES/NO

¹ A major life activity also includes the operation of a major bodily function, including but not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability.

² Any rating between 1 and 3 means that the level of impairment is not substantial and the student is not disabled within the meaning of Section 504. Do not proceed to the next section. Close questions shall be construed in favor of a finding that the student has a disability under Section 504. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active. The determination of substantial limitation is made without regard to the effects of mitigating measures such as medications, equipment (except eyeglasses or contacts), devices, or adaptive neurological modifications.

Part IV: Accommodation Plan:

Having identified a physical or mental impairment:

that substantially limits the student in his/her ability to perform the major life activity of:

the team hereby establishes the following accommodation plan for the student to permit access to the educational environment:

Projected date for review: _____

Minutes taken by: _____

Copy to student file, pupil services file, parent.