

Sample 504 plan

There is no standard 504 plan for schools to use. This form shows you an example of what could be part of a 504 plan. A 504 plan should be tailored to a child's needs.

Keep in mind the school may use its own form or not use a written 504 plan at all. But you can still use this sample plan to take notes and organize your thoughts.

School information

School name: _____

Student name: _____ Date of birth: _____ Grade: _____

Qualifying disability: _____ Date plan written: _____

Date plan goes into effect: _____ Date plan to be reviewed: _____

Documentation of disability (see attached): _____

504 team members	Title	Contact information
	Administrator	
	General education teacher	
	Related service provider	
	Parent	
	Other:	
	Other:	

Teacher education and support

Sample 504 plan

Accommodations and/or services

Area of educational need	Accommodation or service	Person(s) responsible for implementing	Frequency of accommodation or service

Notes: _____

Date approved: _____

Sample 504 plan

For a child with ADHD

There is no standard 504 plan for schools to use. This form shows you an example of what could be part of a 504 plan for a child who has ADHD. A 504 plan should be tailored to a child's needs.

Keep in mind the school may use its own form or not use a written 504 plan at all. But you can still use this sample plan to take notes and organize your thoughts.

School information

School name: Hartleyville Middle School

Student name: Kevin Smith

Date of birth: 5/26/2007 Grade: 7

Qualifying disability: ADHD

Date plan written: 9/1/19

Date plan goes into effect: 9/8/19

Date plan to be reviewed: 9/1/20

Documentation of disability (see attached): _____

Report from Developmental Pediatrics, dated 6/28/19; Child Behavior Checklist & Conners Rating Scales (from school evaluation dated 5/16/19)

504 team members	Title	Contact information
Mr. Tallison	Administrator	atallison@hms.edu
Ms. Anderson	General education teacher	banderson@hms.edu
N/A	Related service provider	thesmiths@me.com
Mr. & Mrs. Smith	Parent	czicotti@hms.edu
Ms. Zicotti	Other: Behavior specialist	
	Other:	

Teacher education and support

Teachers who work with Kevin will be provided consultation time with the school behavior specialist, Ms. Zicotti.

She will help them implement accommodations and behavior management strategies in the classroom.

Any teacher who works with Kevin, and who isn't trained as a special educator or behavior specialist, must watch this 3-minute video, [What Is ADHD?](http://u.org/whatisADHD), available at u.org/whatisADHD.

Teachers who work with Kevin must also review the attached articles on (1) signs of ADHD they may see in the classroom and (2) self-advocacy phrases for middle school students.

Sample 504 plan for a child with ADHD

Accommodations and/or services			
Area of educational need	Accommodation or service	Person(s) responsible for implementing	Frequency of accommodation or service
Organization	Write homework assignments in his planner and have his teacher(s) initial it.	Student, teacher(s)	Daily: At the end of each class
Organization	Provide an extra set of books to keep at home.	Teacher(s)	Annually
Distractibility	Provide student with a quiet area for test-taking & in-class individual work.	Teacher(s)	As needed
Impulsivity	Give agreed-on signals reminding student to raise hand before answering.	School staff, student	As needed

Notes: _____

Date approved: _____