

Lindale ISD

SECTION 504

PERIODIC REVIEWS

August 2025

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Periodic Reviews

What is Required

Section 504 requires periodic reevaluations of students served by Section 504. A reevaluation shall be conducted at least one time every three years, but not more than one time per year, unless agreed upon by the parents and the District. See [REEVALUATION].

In addition to periodic reevaluations, the Section 504 Committee should also periodically review a student's Section 504 plan. Doing so allows the Section 504 Committee to review student progress and determine whether changes to the plan are necessary to meet the student's changing needs or circumstances, if any.

Section 504 Review Meetings

The Section 504 Committee should meet annually to review a student's Section 504 plan, and/or when a student changes schools or there are significant changes to the student's schedule, curriculum, nonacademic activities, and/or circumstances. During the review meeting, the Section 504 Committee should consider all relevant data and information relating to the student, including, but not limited to:

- input from teachers, service providers, the parent, and the student;
- data collected by Campus Personnel and other service providers, including outside service providers;
- medical documentation;
- report cards and progress reports;
- standardized testing reports;
- benchmark data;
- attendance data;
- student records;
- behavior and discipline data;
- work samples; and
- any additional information the parent and/or teacher may provide.

The Section 504 Committee shall determine whether, based on the review of information and student's present level of functioning, the Section 504 plan needs to be revised. Input from Campus Personnel—particularly the student's general education teacher(s)—is critical during the review process. At a minimum, the Section 504 Committee shall ask the following questions during the review:

- Does the student continue to qualify under Section 504—i.e., does the student continue to have an impairment that substantially limits a major life activity?
- Did the student successfully utilize the services provided in the Section 504 plan?
- Were the services provided an effective method of providing FAPE to the student?
- Have there been changes in the student's schedule, curriculum, grade, setting, activities, and/or other circumstances?
- Does the student's current plan require any changes?
- Are there any additional factors impacting the student's ability to be successful in this setting?

The Section 504 Committee should document all changes in the student's impairments or disability-related needs since the last full evaluation or reevaluation. All individuals participating in the review meeting should sign the Section 504 plan, indicating their participation in the review process.

Upon conclusion of the review meeting, the Campus Section 504 Chairperson must provide all Campus Personnel who directly interact with the student an updated copy of the student's Section 504 plan and have Campus Personnel verify receipt and understanding of the updated Section 504 plan. The Campus Section 504 Chairperson shall make themselves available to Campus Personnel to further discuss the services and accommodations in a student's updated Section 504 plan, should questions arise.

Parental Participation

The Campus Section 504 Chairperson must notify the parent of the review meeting in advance and encourage the parent to participate in the review. This includes making at least three (3) attempts to contact the parent via various methods of communication. However, should the parent fail to respond or indicate a refusal to participate in the review process, the Section 504 Committee may proceed with the review meeting in the parent's absence.

The Campus Section 504 Chairperson must also ensure that a copy of the Section 504 Plan and notice of any changes/revisions to the plan and the rationale for such changes are provided to the parent along with the *Section 504 Parent Rights*.

Determination of Ineligibility

Should the Section 504 Committee determine through the review process that a student may no longer meet the requirements for accommodations and services under Section 504, the Section 504 Committee shall document the decision in the meeting notes for the review. However, a reevaluation must still occur prior to determining that a student is no longer eligible. See [REEVALUATION].

Evidence of Implementation

- Annual Review
- Minutes from Annual Review Meeting
- Notice and Invitation to Parent to Participate in Annual Review Meeting
- Section 504 Notices
- *Section 504 Parent Rights*
- Acknowledgement of Receipt of Updated Section 504 Plan by Campus Personnel and Other Service Providers
- Reevaluation

Resources

[Title 34, Section 104 of the Code of Federal Regulations \(“Section 504 Regulations”\) - Electronic Code of Federal Regulations](#)

[Technical Assistance: 504 - Texas Education Agency](#)

[Section 504 Fact Sheet for Parents - Texas Education Agency](#)

CITATIONS

Board Policy FB; 29 USC 794