

Role and Responsibilities of the Campus 504 Coordinator

1. Be knowledgeable.

- Attend the district meetings and ask questions.

2. Get organized.

- Know who your students are. Run a 504 query.
- Make certain you have a 504 folder on all eligible students and keep them in a safe and secure location.
- Distribute a copy of the **current** accommodations to all appropriate teachers and administrators. Have all recipients sign for the accommodations.
- Monitor the implementation of the accommodations.
- Make certain a Dyslexia/504 Data Entry Form is completed for every 504 student, the data clerk receives the form, and the information is entered into the database.
- Set up and conduct the 504 committee meetings.
- Implement the 504 procedures, maintaining all forms and records.
- Conduct annual reviews and/or re-evaluations.
- Keep teachers/staff up-to-date on 504 requirements.