



HOOKS ISD 504 GUIDELINES

2020-2021

- A **CONFIDENTIAL** list of 504 students will be sent to all staff members.
- 504 students have a **BLUE** indicator in Skyward.
- 504 Service Plans will be emailed to staff based on student schedules.
- Receipt of the plan will be documented by Outlook's "Read Receipt" which will be sent to me when you open the email. (Must open in Outlook.)
- Create a folder (paper or electronic) for each of your 504 students.
- Begin a Student Accommodation Tracker for each 504 student.
- Student Accommodation Trackers will be turned in at the end of each semester for all 504 students **including those enrolled in Virtual At-Home Learning**.
- Email me (troutj@hooksisd.net) if a 504 student enrolls in your class and you do not have a copy of their Service Plan.
- Notify me if a student needs an Annual Review to make changes in his/her Service Plan.
- Be prompt in completing Teacher Input forms when received.
- Please contact me with any questions or concerns.

Jean Trout, 504 Coordinator

Monday & Wednesday – HHS Campus (Ext 2024)

Tuesday – HES Campus

Thursday – HJHS Campus