

SAMPLE 504 OR SPECIAL EDUCATION ELIGIBILITY MEETING DAY AGENDA

Use this agenda on the day of the meeting

TEAM MEMBER NAME	PREFERRED PRONOUN(S)	ROLE

5 minutes: Welcome and Introductions

- What is your name? Should we use your first name or last name and title to address you? Which pronouns do you use?
- What is your role on this team?
- What is your favorite thing about CHILD'S NAME?

10 minutes: Identifying Criteria for Decision-Making

(HINT: You can post answers on a wall, a Jamboard, a Google Doc, or other visual so that team members can see and recall what others have said.)

20 minutes: Looking at Data Together

(HINT: You can post answers on a wall, a Jamboard, a Google Doc, or other visual so that team members can see and recall what others have said.)

- Finding Student Strengths
- Finding Student Areas of Need

10 minutes: Making Decisions: Eligibility Determination

- Taking turns, each team member will answer the following questions:
 - Does the child have one or more of the following disabilities?
 - If the above answer was yes, does the child's disability affect progress in the general curriculum or access to the life of the school?

- If the above answer was yes, does the child require
 - Accommodations
 - Modifications
 - Specialized instruction or related services in order to make effective progress in the general curriculum and/or access the life of the school?

5 minutes: Concluding the Eligibility Determination

Consensus Scale: | 1 Not at all comfortable | 2 | 3 OK | 4 | 5 Very Comfortable