



## HOOKS ISD 504 GUIDELINES

- 504 students have a **BLUE** indicator in Skyward.
- 504 Service Plans **CONFIDENTIAL** will be emailed to staff (based on student schedules) at the beginning of each school year and when schedules change.
- Receipt of the plans will be documented on Verification of Receipt of Instructional Accommodations Form. (Attachment)
- Paper or electronic folders should be created by each teacher for all 504 students assigned to them.
- Student Accommodation Tracker Form should be maintained for 504 students in all classes. (Attachment)
- Student Accommodation Trackers will be turned in at the end of each semester and/or at the end of the school year.
- Jean Trout should be emailed at [troutj@hooksisd.net](mailto:troutj@hooksisd.net) if a teacher has not received a 504 plan for a student with a **BLUE** indicator in Skyward.
- Teachers should notify Jean Trout when 504 students need a review meeting because they are not being successful in their classroom.
- Teacher Input Forms should be completed and promptly returned prior to 504 Meetings.
- Jean Trout, 504 District Coordinator, should be contacted at 903-547-6077 (Ext 2024) for questions or information concerning 504.
- If Jean Trout is not available, questions or concerns should be directed to campus counselors.

2022-2023