



**GUAM DEPARTMENT OF EDUCATION**  
**SECTION 504 OF THE REHABILITATION ACT OF 1973**  
**FORM B: SECTION 504 SITE COORDINATOR MEETING NOTES/PROCESS**

<b>STUDENT NAME:</b>	<b>STUDENT #:</b>	<b>DOB:</b>	<b>GRADE:</b>	<b>SCHOOL NAME:</b>
<b>CHECK MARK TYPE OF MEETING:</b>				
<div style="display: flex; flex-wrap: wrap;"><div style="width: 25%;"><input type="radio"/> Eligibility</div><div style="width: 25%;"><input type="radio"/> EAP Annual Review</div><div style="width: 25%;"><input type="radio"/> EAP Update</div><div style="width: 25%;"><input type="radio"/> EAP Termination</div><div style="width: 25%;"><input type="radio"/> EAP Transition</div><div style="width: 25%;"><input type="radio"/> EAP Re-Evaluation</div><div style="width: 25%;"><input type="radio"/> EAP Manifestation</div><div style="width: 25%;"><input type="radio"/> EAP Inactive (Termination)</div><div style="width: 25%;"><input type="radio"/> Other (<i>Specify</i>)</div></div>				
<b>EAP TEAM MEMBERS:</b>				
Name & Position	Date Notified	Present at Meeting (Yes or NO)	Other Comments:	
<b>MEETING AGENDA ITEMS DISCUSSED</b>				
<input type="radio"/> <b>Procedural Safeguards</b> <i>✓Section 504 Coordination reads parents/guardians their rights under Section 504 of the Rehabilitation Act of 1973</i>				
<input type="radio"/> <b>Introduction of all members</b>				
<input type="radio"/> <b>Eligibility and Evaluation Meeting (Only)</b> <i>✓Review of Student Intake Form</i> <i>✓Review of the Child Study Team Documents</i> <i>✓Does the child have a physical or mental impairment which substantially limits one or more of his or her major life activities?</i> <i>✓Identify the major life activity on Form G</i> <i>✓Is the child disabled under Section 504?</i> <ul style="list-style-type: none"><li>If YES, proceed to the EAP Process.</li><li>If NO, STOP and refer student to the Child Study Team for alternative interventions.</li></ul>				
<input type="radio"/> <b>EAP Process</b> (For all types of meetings) <i>✓Identify Area of Difficulty (ies) in the following: environment and instruction.</i> <i>✓Identified Appropriate Accommodations to address area of difficulty</i> <i>✓Identify how accommodations will be monitored.</i> <i>^For Transition, Manifestation, Grievance meetings, reference Section 504 Manual for purpose of meetings.</i>				
<input type="radio"/> <b>Closure</b> (For all types of meetings) <i>✓Summarize meeting using the Prior Written Notice and obtain signatures.</i>				
<input type="radio"/> <b>EAP Update</b> <i>✓Have you received new data that warrants an amendment to the existing EAP?</i> <i>✓If yes, amend, as appropriate.</i> <i>^No meeting requirement.</i> <i>^Section 504 Site Coordinator informs teachers of the updated EAP.</i>				
<input type="radio"/> <b>EAP Termination</b> <i>✓Prior Written Notice of the change of placement</i> <i>✓Section 504 Site Coordinator informs teachers of the termination.</i>				
<b>NOTES:</b> <i>Section 504 School-Site Coordinator is responsible to document all information regarding the case. Use the back of the form to document or attach additional notes, if needed.</i>				
<b>SECTION 504 SITE COORDINATOR SIGNATURE:</b>			<b>DATE:</b>	



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**ADDITIONAL NOTES, IF NEEDED**