

Distribution of Section 504 Plan

CONFIDENTIAL



Office of Student and Family Support and Engagement
 MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
 Rockville, Maryland 20852

MCPS Form 270-2D
 November 2016

INSTRUCTIONS: The Section 504 Plan is to be distributed to all individuals responsible for implementing the accommodations, which can include general education teachers, related service providers, transportation providers, school community health nurse/school health room technician, school counselors, and pupil personnel workers. Individuals responsible for implementing the accommodations are also responsible for ensuring that substitutes and new personnel receive a copy of the student's Section 504 Plan. The Section 504 Case Manager should complete this form to verify that the student's Section 504 Plan has been distributed to each applicable MCPS staff member.

PART I. STUDENT INFORMATION

Today's Date ____/____/____ Check one: Initial Plan Updated Plan
 Student Name _____ Student ID# _____ Date of Birth ____/____/____
 School _____ Grade _____

PART II. SECTION 504 PLAN DISTRIBUTION

PERSON RESPONSIBLE	SIGNATURE	DATE RECEIVED
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NOTE: The Section 504 Plan information must be entered in Online Student Administrative Student Information System (OASIS). This plan will expire in OASIS one year from the start date of Section 504 plan.