

WHAT SHOULD BE IN A 504 PLAN?

- Medical provider documentation of the child's disease/illness with updates as needed.
- Brief history of the child's disease/illness.
- List of the specific health needs and/or difficulties the child may have while at school.
- List of classroom and/or school adjustments for the child.



- A written health emergency plan with names and contact information.
- Name of a person at school who will monitor the 504 Plan and inform all school staff of the 504 Plan as needed.

504 PLAN MEETING TIPS

Write down questions before the meeting and ask these questions.

Bring someone you trust who will assist and support you.

You know your child best. Talk about your child and share information.

Get your questions answered. Even if you feel unsure, ask the question. There are no dumb questions!

Slow down if the discussion is going too fast, and you don't completely understand what is being said or suggested. Take notes.

Don't make quick or hasty decisions. Take the time you need.

Ask for a follow-up meeting if needed.

Thank everyone for their help and interest in your child.



**THE UNIVERSITY OF ARIZONA
PEDIATRIC PULMONARY CENTER**

1501 N. Campbell Ave.
Tucson, AZ 85724-5073

www.uappc.peds.arizona.edu

Phone: 520-626-2962
Fax: 520-626-5942

Does your child have asthma?



Does your child carry
an inhaler?

Does your child miss school
because of his/her asthma?

If you answer YES to any of
these questions...

**Your Child May Be
Entitled To A
504 Plan**

WHAT IS A 504 PLAN?

A 504 Plan is a legal, written document for students with physical impairments that limit one or more major life activity such as breathing.

- It protects a child's rights and health while at school.
- It falls under the provisions of the Americans with Disabilities Act (ADA) of the Rehabilitation Act of 1973.
- It is reviewed/updated once a year OR each time a child changes schools.

A 504 Plan is not an Individualized Education Program (IEP) as required for special education students. If your child's asthma contributes to learning difficulties, an IEP may be required under the Individuals with Disabilities Education Act (IDEA).



WHAT ARE POSSIBLE 504 PLAN ACCOMODATIONS FOR A CHILD WITH ASTHMA?

- Child can carry his/her asthma medication during school.
- Child can have unlimited access to water and restrooms due to medication use.
- Child can stay indoors during cold weather and/or poor air quality days.



- School will provide alternate activities when a child has asthma symptoms and cannot participate in gym class.
- School will eliminate triggers from the classroom such as furry animals, strong odors, and perfumes where possible.
- School will provide Homebound Teaching and/or Intermittent Home/Hospital Instructional Program with proper documentation for children with high absenteeism.

HOW IS A 504 PLAN DEVELOPED?

1. A parent or guardian contacts the school to request a 504 Plan.

OR

A teacher or other school staff member recommends a 504 Plan for the student.

THEN...

2. The parent or guardian will receive written notice of a 504 Plan meeting at least 10 days before the meeting.

THEN...

3. The 504 Plan meeting is held and may include the student (students over 14 years old are invited), parent, principal (or designee), nurse, teacher, counselor, case manager, social worker, physician, OR other family advocate.

THEN...

4. The 504 Plan for the student is developed.