

Free Sample 504 Plan

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ADDitude Editors

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A Sample 504 Plan

Get this free downloadable sample 504 plan to help guide your child's special education team — plus get more school and learning updates from ADDitude via email.

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that guarantees to people with disabilities certain rights, including access to a free and appropriate education. If ADHD symptoms “substantially limit” a child’s ability to learn, he or she is entitled to Section 504 services.

The services are described in a document called a 504 Plan. Usually, the plan involves accommodations in the classroom — like extra time to complete assignments or a quiet place to take tests. But the plan may also include the use of assistive technology, such as computer-aided instruction, or access to therapy. There are no legal requirements about what a 504 Plan should include, and the school isn’t required to involve parents in developing it (although many schools encourage parents to participate).

Use this sample 504 Plan to help you craft this legal document with the special education team at your child’s school.

SAMPLE 504 PLAN			
Student: Brendan Davis Date of Birth: June 23, 2004 Grade: 4th Date of Plan: September 4, 2015 Projected Date of Review: September 1, 2016 Mental/Physical Impairment: ADHD			
Area of Educational Needs	Accommodations	Person or Persons Responsible	Frequency of / When Accommodation is to be Implemented
Work Completion	Have student complete either even or odd problems	Teacher	When written work or homework is assigned
Organization	Assign a “buddy” to work with student at end of day to make sure all needed materials and books are brought home	Student, Student Buddy, Teacher (responsible for assigning buddy)	Every day—10 minutes before the end of the school day
Behavior	Use positive redirects when behavior becomes inappropriate	Teacher and other staff depending on location (librarian, etc.)	Whenever needed
Inattention	Preferential seating—have student sit in or near the front of the classroom, away from the door	Teacher	Daily
	Provide a quiet area for the student to complete work	Teacher	Whenever needed
Test Taking	Allow extra time to complete tests	Teacher	Whenever needed
	Allow the student to complete test in library or resource room	Teacher	Whenever needed

Approved:
Date:
Parent:
Teacher:
Other School Personnel:
Name: _____ Title: _____

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