

# 504 plan template

## School information

School name: \_\_\_\_\_

Student name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Qualifying disability: \_\_\_\_\_

Documentation of disability (see attached): \_\_\_\_\_

Date plan written: \_\_\_\_\_

Date plan goes into effect: \_\_\_\_\_

Date plan to be reviewed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 504 team members

Role	Name	Contact information	Attendance signature
504 plan coordinator			
General education teacher			
Parent or guardian			
Other:			
Other:			

## Teacher education and support

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# 504 plan template

Accommodations and/or services			
Area of educational need	Accommodation or service	Person(s) responsible for implementing	Frequency of accommodation or service

Notes: \_\_\_\_\_

\_\_\_\_\_

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Plan approved by: \_\_\_\_\_

Date approved: \_\_\_\_\_

# 504 plan template

## School information

- School name: Hartleyville Middle School
- Student name: Kevin Rodríguez
- Date of birth: 5/26/2011 Grade: 7
- Qualifying disability: ADHD
- Documentation of disability (see attached): Report from Developmental Pediatrics (dated 6/28/23); Child Behavior Checklist & Rating Scales (from school evaluation dated 5/16/23)
- Date plan written: 9/5/23
- Date plan goes into effect: 9/5/23
- Date plan to be reviewed: 9/5/24

## 504 team members

Role	Name	Contact information	Attendance signature
504 plan coordinator	Mr. Tallison	atallison@hms.edu	Andrew Tallison
General education teacher	Ms. Anderson	banderson@hms.edu	Bree Anderson
Parent or guardian	Mrs. Rodríguez	rodriguez@me.com	Elsa Rodríguez
Other: Behavior specialist	Ms. Zicotti	czicotti@hms.edu	Celina Zicotti
Other:			

## Teacher education and support

Teachers who work with Kevin will be provided consultation time with the school behavior specialist, Ms. Zicotti. She will help them implement accommodations and behavior management strategies in the classroom. Any teacher who works with Kevin, and who isn't trained as a special educator or behavior specialist, must watch this 3-minute video, What Is ADHD?, available at [u.org/whatisADHD](https://www.understood.org/en/learning-differences/attention/what-is-adhd). Teachers who work with Kevin must also review the attached articles on (1) signs of ADHD they may see in the classroom and (2) self-advocacy phrases for middle school students.

# 504 plan template

Accommodations and/or services			
Area of educational need	Accommodation or service	Person(s) responsible for implementing	Frequency of accommodation or service
Organization	Write homework assignments in planner and have teachers initial it.	Student, all teachers	Daily: At the end of each class
Organization	Provide an extra set of books to keep at home.	All teachers	Annually
Distractibility	Provide student with a quiet area for test-taking and in-class individual work.	All teachers	As needed, including during state standardized assessments
Impulsivity	Give agreed-on signals reminding student to raise hand before answering.	All teachers	As needed

Notes: \_\_\_\_\_

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Plan approved by: Andrew Tallison

Date approved: 9/5/2023

# Get to know Understood.org

## Our mission

Understood.org is a nonprofit dedicated to empowering families, educators, and women navigating learning differences like ADHD and dyslexia. Each year, we reach over 20 million people with more than 3,500 expert-backed resources, connecting them with the support and community they need to thrive.

## How we're making a difference



The **Understood content library** has 3,500+ articles, downloads, and more — in both English and Spanish. Users can choose their own topics to get tailored recommendations.



**Understood™**  
app

The **Understood app** is a free skillbuilding app for parents of kids with learning and thinking differences, like ADHD and dyslexia. Learn techniques developed by psychologists to help reduce outbursts and improve your child's behavior over time — all at your own pace.



**Podcast  
Network**

The **Understood Podcast Network** brings you real talk and personal stories from people who learn and think differently. Listen to award-winning shows like *ADHD Aha!* and *In It*, along with *MissUnderstood* — a channel created just for women with ADHD.



**Understood's research and surveys** reveal insights and data that help us and others empower people who learn and think differently.

## Join us in shaping the world for difference

With your support, we can continue creating more essential resources like these — ensuring that everyone who learns and thinks differently has the tools they need to thrive. Join us in making a lasting impact.

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