

Transitioning a Special Needs Student with a 504 Plan

Prior to the PCS:

- Update, review and/or revise the 504 plan to ensure all current accommodations and modifications are meeting your child's classroom needs.
- Contact your current School Liaison Officer (SLO) and Exceptional Family Member Program (EFMP) Manager to make contact with their counterparts at new duty station and learn resources available.
- Request a copy of your child's school records and hand carry a copy of the 504 Plan to the new school.
- Upon enrollment, inform the school of the 504 Plan and provide them with a copy.
- Meet with your child's teacher as soon as possible to ensure the 504 Plan is in place, understood and meeting your child's current classroom needs. Revise as necessary.

Suggestion: Keep educational binder reflecting previous special education evaluations, non-eligibility for special education services and most recent eligibility decision supporting the current 504 Plan.