



Checklist: 504 Process for Type 1 Diabetes

Step 1: Before your 504 Meeting

- Obtain a letter from endocrinologist with specifics noted**
 - Diagnosis onset and identification of T1D
 - Last date seen by endo to reflect current needs
 - Description of all medical devices needed
 - CGM, pump, share devices, cell phones, watches
 - T1D's self-management capabilities
 - T1D's ability to self-carry ALL supplies (food, devices)
- Pre-determine accommodations needed**
 - Print & review
 - [Type 1 Diabetes Accommodations List](#)
 - [504 Sample Plan \(ref. ADA\)](#)
 - [504 Request Letter](#)

Step 2: Initiate/Review a 504 Plan – Best/Worst Times

- Best time to implement**
 - Mid-Fall semester - Allows time for teacher input
 - Early Spring semester
 - Plan ahead for major transition years
 - Elementary to Middle School to High School
 - Make note of standardized testing & EOC dates*
- New Diagnosis**
 - Notify 504 Coordinator immediately upon diagnosis**
- Worst time to implement**
 - First & Last week of School
 - Summer time
 - Recognize full staff may not be available
 - During Standardized Testing
 - Staff may be limited for timely processing



T1TG Tool: "T1D 504 Plan Process" available @ www.Type1ToGo.com

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Always consult your doctor for medical advice.

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Step 3: Contact the school

- Contact the school for the 504 Coordinator's name
- Request to implement a 504 Plan for your Type 1 Diabetic student
- Review 504 Plan Request Letter**
- Put request in writing with dated letter to 504 Coordinator's name
 - Provide a copy of the letter to the following:
 - Principal (copied)
 - Nurse/Clinic Staff (copied)
- Provide letter from endocrinologist (*See Step 1*)
- Provide specific accommodations list attached with letter
- Always keeps a copy of everything & correspondence
- Document the date letter was sent

Step 4: Fill out ALL school documentation

- Provide child's T1D appropriate required documentation
- Promptly fill out the school's required documentation
 - Answer ALL questions, even non T1D questions
- Keep copies of everything

Step 5: Attend the 504 Meeting

- Attending on behalf of the school: 504 Coordinator, Teacher, Nurse
- Meeting usually occurs at specified time during school hours
- Time is determined to accommodate ALL school staff involved
- Review of accommodations by staff & parents
- Discussion of accommodations if changes needed
- Always obtain a written copy of 504



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Step 6: Revising the Plan mid-year

- Review and revise plan mid-year if needed
- Put revision request in writing to school's **504 Coordinator**
- Be prepared to provide documentation if needed
- Review Extracurricular Activity Plans
- Discuss testing plan with your child to see if it's working
- Provide updated doctor's orders when needs change
 - New devices such as pumps & CGMs
 - Increased self-management

Step 7: Monitor expiration dates

- Make note of 504 Plan expiration date
 - 3 year renewal is common
 - Add note in school's 504 file
 - "Requires parent input on renewals & revisions"**

Step 8: Renew Plan Senior year

- Renew 504 Plan before High School graduation
 - Keep this copy – VERY IMPORTANT
 - Use High School Copy of 504 Plan for College Accommodations
 - Check out [T1D College Accommodations](#)



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