

Martinsville City Public Schools
504 Student Entry/Exit Form

ENTRY

This form must be completed and sent to the special education office whenever a student with a 504 plan enrolls in, or exits, your school. (This includes students who transfer from within the division).

Student Name _____ Date of Birth _____ STI# 101 _____

Parent/Guardian _____ Address _____ Phone # _____

Entering School _____ Grade _____ Date of Entry/Transfer _____

Transferred from _____

Gender Male Female Race White Black Hispanic Asian American Indian Hawaiian other _____

I certify that that the 504 committee will be meeting within the next 30 days to review the student's 504 plan and update/create a new plan in EasyIEP

(School Personnel Signature) _____ Date _____

EXIT

The student is exiting because:

The student is no longer eligible for a 504 plan based on the decision of the 504 eligibility committee..

The student graduated with a standard or advanced diploma.

The student transferred to another district

The student dropped out of school

(School Personnel Signature) _____ Date _____