Sample 504 Action Plan  
School Year 2004-05

Student: Dan  
Date of Birth: 3-18-92

School: Arlington Middle School  
Grade: 7th  
Case Manager: Nick Smith

Parents: Sheila and Dave

Phone: 123-456-7890

Date of meeting: 9-02-04  
Date of initial 504 Plan: 9-01-03

1. Describe the nature of the concern:
   Dan was diagnosed with type 1 diabetes mellitus in 5th grade.

2. Describe the basis for the determination of disability:
   Type 1 diabetes is a physiological disorder that affects the endocrine system. The pancreas does not produce the insulin that is necessary to convert glucose (from sugar, starches, and other food) into energy. Dan must take insulin to control his blood glucose levels. Optimal diabetes control is a careful balance of food, activity, and insulin.

3. Describe how the disability affects a major life activity:
   Dan must check his blood glucose level during the day, and take actions (eat extra food, take insulin, or modify his activity level) to maintain his glucose level within a target range. Low and high blood glucose levels can be life threatening and must be treated. These fluctuations also can affect his ability to learn in the classroom.

4. Describe the reasonable accommodations that are necessary:
   - Dan can check his blood glucose level in the classroom. He carries his monitoring system in his backpack.
   - Dan can take glucose tabs or snacks in the classroom. (Located in his backpack).
   - Dan shall be permitted to have immediate access to water in the classroom.
   - Dan shall be permitted to use the bathroom without restriction.
   - Dan can leave class to see the nurse for diabetes-related issues. If he is having a low or high blood glucose level, he needs to be accompanied by another student/adult.
   - Dan will be permitted to participate in all field trips and extracurricular activities without restrictions and with all the accommodations and modifications set in this plan.
   - If Dan needs to take breaks to get water, use the bathroom, do a blood glucose test, or treat hypoglycemia or hyperglycemia, he will be given extra time to finish the test or assignment without penalty.
   - If Dan is affected by a high or low blood glucose level at the time of regular or standardized testing, he will be permitted to take the test at another time without penalty. High blood glucose is defined as over 220 mg/dL and low blood glucose as less than 80 mg/dL.
   - Dan will not be penalized for absences or tardiness required for medical appointment, illness, visits to the nurse’s office, or time necessary to maintain blood glucose control.

Review/Reassessment Date:  
January 15, 2012

Participants (name and title):

CC: Student’s Cumulative File
Attachment: Information regarding emergency care.

Figure 26.5  ■  Sample 504 action plan.