



Your 504 Meeting Checklist

A portable planning tool to bring with you to your child's 504 meeting

1. Before You Go

- Personalized 504 letter from your child's headache provider
- Dated copy of your written request to the school
- A few specific examples of how migraine has affected school (absences, late work, incidents)
- Documentation from your child's provider, if required by the school to store medication or allow self-carry
- Streamind Coping Skills Menu, if you'd like to share it with staff
- This checklist, with your questions and priorities marked

2. Accommodations to Discuss

Not every accommodation will apply to your child. Use this as a starting menu for the conversation, drawn from federal guidance, headache specialty organizations, and pediatric headache programs.

Breaks, in class and out

- A quick, subtle way to pause or step out when symptoms start (e.g. a hallway pass or hand signal)
- A specific place for a longer break, decided in advance (nurse's office, wellness center, counselor's room, or another quiet space)
- Permission to use breaks both preventively and acutely

Environment & sensory tools

- Non-fluorescent lighting, reduced scent exposure, or permission to wear sunglasses/a hat
- Access to water and snacks during class
- Permission to use headphones during work/study periods
- A modified PE routine when light, sound, or exertion worsen symptoms

Materials & screen time

- Audio textbooks, speech-to-text/text-to-speech, or paper alternatives
- Access to class materials at home during a migraine attack

Absences & timing

- Excused absences, tardies, and early dismissals for migraine and/or medical appointments
- Make-up work without penalty, and assignments shared in advance when possible

Testing & assignments

- Extra time on tests and assignments
- Periodic rest breaks during exams

Medication access

- A clear plan for rescue medication at school, including where it's stored and who administers it

A modified schedule, if needed

- A later start time on mornings
- A free period placed midday to build in a natural break

Communication & privacy

- A designated point person at school for coordinating the plan
- Regular check-ins scheduled with this point person
- Confidentiality of your child's medical information

Your own additions

3. Questions to Ask the School

Who will be our point of contact or 504 coordinator?

How will each of my child's teachers be notified of the plan?

What's the expected timeline for finalizing and starting the plan?

When and how will we check in on whether it's working?

What is the school's process if an accommodation isn't being followed?

4. Notes from the Meeting

This checklist is for general education and does not replace individualized medical or legal advice. For a personalized 504 letter, please reach out to your Streamind Health provider.

This checklist was developed with reference to the following resources:

- U.S. Department of Education, Office for Civil Rights. "Section 504 Protections for Students with Migraine" (fact sheet), December 2024. [ed.gov](https://www.ed.gov).
- U.S. Department of Education, Office for Civil Rights. "Parent and Educator Resource Guide to Section 504 in Public Elementary and Secondary Schools," December 2016. [ed.gov](https://www.ed.gov).
- Parent Training and Information (PTI) Center. Find your local PTI (free family advocacy support).
- American Headache Society. "Resources to Support Students with Headache." americanheadachesociety.org, June 2025.
- Children's Hospital of Philadelphia. FAQs about 504 Plans. chop.edu.
- Migraine at School, a program of the Danielle Byron Henry Migraine Foundation. migraineatschool.org.
- American Migraine Foundation. Managing Your Child's Migraine in School.
- National Headache Foundation. "Section 504 Protections for Students with Migraine." headaches.org.
- UCSF Benioff Children's Hospitals, Child & Adolescent Headache Program. "Information About the 504 Plan" (family handout). ucsfbenioffchildrens.org.