

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 15, 2018

To: All School Principals, Division and Department Heads

Subject: SECTION 504 OF THE REHABILITATION ACT

**Department and/or
Persons Concerned:** Principals, Vice Principals, Counselors, Nurses

Due Date: September 14, 2018

Reference: 504/ADA Guidelines

Action Requested: Designate a site 504 Coordinator and return the attachment.

Brief Explanation:

Attached is a form to designate your site 504 Coordinator. Please complete the form by September 14, 2018 and email it to Leanne Rainer at lleh@sand.net.

Site 504 Coordinators can be *any* certificated staff at the discretion of the site administrator. Site administrators may choose to designate additional site coordinators based on need. For purposes of coordinating services, it is required that the site 504 Coordinator serve on your school's Problem Solving Team (PST). Please review the *Role and Responsibilities of the Site 504 Coordinator, Site Administrators, and Classroom Teacher* (Section 504 Guidelines for Educators) prior to your selection of the site 504 Coordinator(s).

District wide inservices will be held for site administrators and site 504 Coordinators who need information on the 504 process. Please ensure that your designated site 504 Coordinator attends 504 training *prior to* assuming the role, responsibilities, and activities. Please refer to ERO for information regarding site 504 Coordinator training opportunities. To register for any training session, please use the district ERO system.

Copies of Section 504 handbooks (*Section 504 Guideline for Educators*, and *Section 504 of the Rehabilitation Act of 1973* brochure, or *Section 504 Parent Handbook*) are located online on the ADA/504 department webpage under Staff.

Central office assistance for individual site needs related to Section 504 will be available throughout the year at your request. Please call Lisa Dreyer at (619) 725-7389 if you would like to schedule a site 504 inservice session or need more information.

APPROVED:

A handwritten signature in black ink that reads "Deann Ragsdale". The signature is written in a cursive style with a large, prominent 'D' at the beginning.

Deann Ragsdale
Executive Director, Special Education Division

LD:lr

Attachments (2)

Distribution: Lists A, D, E and F



ATTACHMENT 1

**Designated Site 504 Coordinator
2018-2019**

School: _____

The designated site 504 Coordinator(s)* for this site will be:

Name Position

Phone #

Name Position

Phone #

Name Position

Phone #

How many students at your site have a 504 Plan? _____

Principal's signature

*The district 504 Committee has requested that the site 504 coordinator **not** be a resource specialist or SAI provider in order to minimize any confusion with the special education process.

Please return this form by September 14, 2018 to: Leanne Rainer at llehn@sandi.net



2018-2019 Section 504 Training Schedule

Wednesday, September 12, 2018; 8:30 a.m. – 11:30 a.m.

San Diego County Office of Education, Annex C
ERO SRN# 55801091218

Wednesday, October 10, 2018; 1:30 p.m. – 4:30 p.m.

San Diego County Office of Education, Annex B
ERO SRN# 55802101018

Wednesday, November 14, 2018; 8:30 a.m. – 11:30 a.m.

San Diego County Office of Education, Room 401
ERO SRN# 55803111418

Wednesday, December 12, 2018; 9:00 a.m. – 12:00 p.m.

San Diego County Office of Education, Room 301
ERO SRN# 55804121218

Wednesday, January 16, 2019; 8:30 a.m. – 11:30 a.m.

SDUSD Ed. Center, Room 2226
ERO SRN# 55805011619

Wednesday, February 13, 2019; 9:00 a.m. – 12:00 p.m.

San Diego County Office of Education, Room 301
ERO SRN# 55806021319

Wednesday, March 13, 2019; 9:00 a.m. – 12:00 p.m.

San Diego County Office of Education, Room 301
ERO SRN# 55807031319

Wednesday, April 17, 2019; 8:30 a.m. – 11:30 a.m.

San Diego County Office of Education, Room 402
ERO SRN# 55808041719