

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 10, 2013

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 25, 2013

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 25, 2013, and email it to Leslie Caporale at lcaporale@sandi.net or fax it to 619-725-5529.

At the elementary level, site 504 Coordinators can be *any* certificated staff. At the secondary level, site 504 Coordinators are usually the student's' grade-level counselor. 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). Under Section 504, 504 services may include general or special education related aids and services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of nondisabled students are met.

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. This year an additional PowerSchool 504 training is required prior to assuming the role of 504 Coordinator. 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 online under department ADA/504.

Central office assistance for individual site needs related to Section 504 will be available throughout the year. Please call Michelle Crisci at (619) 725-7225 if you would like to schedule a site 504 inservice session or need more information.

APPROVED:

A handwritten signature in cursive script that reads "Joe Fulcher".

Joe Fulcher
Chief Student Services Officer

MC:lc

Attachments (2)

Distribution: Lists A, D, E and F

**Designated Site 504 Coordinator
2013-2014 School Year**

School _____

The designated site 504 Coordinator* for this site will be:

Name

Position

Phone #

Site Supervisor

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 in order to minimize any confusion with the special education process.

Please return this form by September 25, 2013, to:

Leslie Caporale
lcaporale@sandi.net
fax: 619-725-5529

San Diego Unified School District
2013-2014 504 Training Schedule
Room 2226
2:00 – 4:00 p.m.

504 Training with SIS

Tuesday, September 17, 2013

Wednesday, September 25, 2013

504 Training with PowerSchool

Wednesday, December 11, 2013

Tuesday, January 28, 2014

Wednesday, February 26, 2014

Tuesday, March 25, 2014

Wednesday, April 30, 2014

Tuesday, May 20, 2014