

**ADMINISTRATIVE CIRCULAR NO. 1**  
Special Education Division

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** July 2, 2019

**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 6, 2019

**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 6, 2019 and email it to Leanne Rainer at [llehn@sandi.net](mailto:llehn@sandi.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 Kimberly Shapazian 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 "Sarah Ott". The signature is written in a cursive style with a large initial 'S' and 'O'.

Sarah Ott  
Executive Director, Special Education Division

SO:lr

Attachments (2)



**ATTACHMENT 1**

**Designated Site 504 Coordinator  
2019-2020**

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 6, 2019 to: Leanne Rainer at [llehn@sandi.net](mailto:llehn@sandi.net)



**2019-2020 Section 504 Training Schedule**

**Thursday, September 12, 2019; 1:00 p.m. – 4:00 p.m.**

*San Diego County Office of Education, Room 306*  
ERO SRN# 55801091219

**Monday, September 23, 2019; 9:00 a.m. – 12:00 p.m.**

*San Diego County Office of Education, Room 306*  
ERO SRN# 558010192319

**Tuesday, October 8, 2019; 1:00 p.m. – 4:00 p.m.**

*San Diego County Office of Education, Room 306*  
ERO SRN# 55802100819

**Friday, October 18, 2019; 9:00 a.m. – 12:00 p.m.**

*San Diego County Office of Education, Room 306*  
ERO SRN# 55802101819

**Thursday, November 7, 2019; 9:00 a.m. – 12:00 p.m.**

*San Diego County Office of Education, Room 306*  
ERO SRN# 55803110719

**Wednesday, November 20, 2019; 1:00 p.m. – 4:00 p.m.**

*San Diego County Office of Education, Annex C*  
ERO SRN# 55803112019

**Wednesday, December 18, 2019; 9:00 a.m. – 12:00 p.m.**

*San Diego County Office of Education, Room 306*  
ERO SRN# 55804121819

**Friday, January 17, 2020; 9:00 a.m. – 12:00 p.m.**

*San Diego County Office of Education, Room 306*  
ERO SRN# 55805011720

**Monday, February 3, 2020; 1:00 p.m. – 4:00 p.m.**

*San Diego County Office of Education, Room 306*  
ERO SRN# 55806020320

**Wednesday, March 4, 2020; 9:00 a.m. – 12:00 p.m.**

*San Diego County Office of Education, Room 306*  
ERO SRN# 55807030420

**Tuesday, April 14, 2020; 1:00 p.m. – 4:00 p.m.**

*San Diego County Office of Education, Room 306*  
ERO SRN# 55808041420