STAFF RESPONSIBILITIES

District Coordinator of Section 504

- coordinates district efforts to comply with Section 504 regulations including training of administrative staff,
- assures publication of Child Find Notice and distributes copy for posting at all district sites,
- reviews 504 Evaluation Summary if proposed accommodations require resources beyond the school level,
- receives and reviews copy of all Section 504 Accommodation Plans,
- accepts and reviews Section 504 complaints, organizes and conducts investigations, and attempts to resolve any concerns/ complaints. and
- organizes district response to any complaint filed with the Office of Civil Rights.

Principal or Administrative Designee - School Team Chairperson

- coordinates school efforts to comply with Section 504 regulations, including training of school staff,
- assures posting of Child Find Notice annually,
- establishes school 504 Team(s) and serves as chairperson of Team(s),
- guides 504 referral and evaluation and service delivery process,
- consults with District 504 Coordinator as needed,
- forwards copy of each 504 Accommodation Plan to District 504 Coordinator,
- maintains a master list of those students with 504 Plans, including name, grade, major life activity area impacted, annual review date, and projected reevaluation date, and
- accepts and reviews school 504 complaints, organizes and conducts investigations, and attempts to resolve any complaints/concerns.

Certified/Classified District Staff

- attend Section 504 training at the school level,
- complete a Referral for 504 Assistance as needed,
- serve as 504 Team member when appropriate as determined by school 504 Team chairperson, and
- implement 504 Accommodation Plan(s) as appropriate.