

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 13, 2017

**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 15, 2017

**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 15, 2017 and email it to Leanne Rainer at [lleh@sandi.net](mailto:lleh@sandi.net).

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**. Secondary level 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).

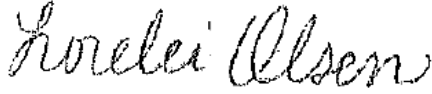
District wide inservices will be held for site administrators and site 504 Coordinators who need information on the 504 process. Please ensure that your designated site 504 Coordinator attends 504 training *prior to* assuming the role, responsibilities, and activities. Please refer to ERO for information 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 Andrea Thrower at (619) 725-5658, if you would like to schedule a site 504 inservice session or need more information.

Administrative Circular No.  
Student Services  
Page 2

APPROVED:

A handwritten signature in cursive script that reads "Lorelei Olsen".

Lorelei Olsen  
Director, Special Education Division

AT:lr

Attachments (2)

Distribution: Lists A, D, E and F



Andrea Thrower  
ADA/504 Program Manager  
P - 619.725.5658

**ATTACHMENT 1**

**Designated Site 504 Coordinator  
2017-2018**

School: \_\_\_\_\_

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position (Not limited to PPS staff)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position (Not limited to PPS staff)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position (Not limited to PPS staff)

\_\_\_\_\_  
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 15, 2017 to:**  
Leanne Rainer at [l1ehn@sandi.net](mailto:l1ehn@sandi.net)



2017-2018 Site 504 Coordinator Training Schedule

All trainings are **8:30 a.m. – 10:30 a.m.**

**New 504 Coordinators:**

Tuesday, September 12, 2017; Education Center, Room 2226  
ERO SRN# 55801091217

**New 504 Coordinators:**

Tuesday, September 19, 2017; Education Center, Room 2226  
ERO SRN# 55802091917

**New 504 Coordinators:**

Monday, October 2, 2017; Education Center, Room 2226  
ERO SRN# 55803100217

**New 504 Coordinators:**

Wednesday, October 18, 2017; Education Center, Room 2226  
ERO SRN# 55804101817

**Experienced 504 Coordinators:**

Thursday, November 9, 2017; San Diego County Office of Education, Room 301  
ERO SRN# 55804110917

**New 504 Coordinators:**

Tuesday, November 28, 2017; Education Center, Room 2226  
ERO SRN# 55805112817

**Experienced 504 Coordinators:**

Tuesday, December 12, 2017; Education Center, Ballard Parent Center, Room 5  
ERO SRN# 55805121217

**New 504 Coordinators:**

Wednesday, January 24, 2018; Education Center, Room 2226  
ERO SRN# 55806012418

**Experienced 504 Coordinators:**

Thursday, February 22, 2018; San Diego County Office of Education, Room 301  
ERO SRN# 55806022218

**New 504 Coordinators:**

Wednesday, March 21, 2018; Education Center, Room 2226  
ERO SRN# 55807032118

**Experienced 504 Coordinators:**

Thursday, April 12, 2018; San Diego County Office of Education, Room 402  
ERO SRN# 55807041218

**Experienced 504 Coordinators:**

Wednesday, May 23, 2018; San Diego County Office of Education, Room 301  
ERO SRN# 55808052317