

**SITE OPERATIONS CIRCULAR NO. 1003**

Special Education Division

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 15, 2018

**To:** Principals, Division and Department Heads

**Subject:** SHORT-TERM 504/ADA PHYSICAL ACCESS  
ACCOMMODATIONS FOR STUDENTS WITH TEMPORARY  
DISABILITIES

**Department and/or  
Persons Concerned:** Principals, Site Administrators, Site 504 Coordinators, Problem-  
Solving Team Members

**Due Date:** As necessary.

**Reference:** None

**Action Requested:** Please share information with certificated and front office staff.

**Brief Explanation:**

Access accommodations for students with disabilities, including temporary disabilities (lasting longer than 6 months), must be Americans with Disabilities Act (ADA) compliant. Upon learning that a student may need physical access accommodations to classrooms or parts of the school campus, consider:

- a. exploring alternative access accommodations, such as temporarily changing the way a student accesses his/her program, moving the student's class to an accessible classroom, etc.
- b. informing and consulting with the site school nurse or cluster nurse.
- c. consulting with the 504/ADA Committee.

If facilities modifications are necessary, please submit a Work Request as soon as possible to Physical Plant Operations (PPO) for processing. Indicate in the text of the request that this is an *ADA matter and include the name of the student needing access.*

Under no circumstances, except in "extraordinary situations," may a student be carried (OCR Policy Interpretation, No. 4, 43 Fed. Reg. 36035 [August 14, 1978]; OCR Staff Memorandum, 17 IDELR 613 [17EHLR 613] [OCT 1991]; OCR Staff Memorandum, supra. See Grangeville (ID) Joint District No. 241 IDELR 1139 [OCR 1994]).

For additional information you may call Lisa Dreyer, Director of Operations, Special Education/ADA/504 at (619) 725-7389.

APPROVED:

A handwritten signature in cursive script that reads "Deann Ragsdale". The signature is written in black ink and is positioned above the printed name and title.

Deann Ragsdale  
Executive Director, Special Education Division

LD:lr

Distribution: Lists A, D, E and F