

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 29, 2016
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 16, 2016
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 16, 2016 and email it to Leanne Rainer at lleh@sandi.net or fax it to 619-362-3347.

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) 362-3340, if you would like to schedule a site 504 inservice session or need more information.

APPROVED:



Linda Trousdale
Executive Director, Student Services

AT:lr

Attachments (2)
Distribution: Lists A, D, E and F



Andrea Thrower
ADA/504 Program Manager
P - 619.362-3340
F - 619.362-3347
athrower@sandi.net

ATTACHMENT 1

**Designated Site 504 Coordinator
2016-2017**

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 16, 2016 to:
Leanne Rainer at [llehn@sandi.net](mailto:llehrn@sandi.net) or Fax: 619-362-3347

ATTACHMENT 2

San Diego Unified School District 2016-2017 504 Training Schedule

2:00 – 4:00 p.m.

Wednesday, September 21, 2016; Education Center, Auditorium

Thursday, September 29, 2016; Education Center, Room 2226

Tuesday, October 18, 2016; Education Center, Auditorium

Thursday, October 20, 2016; Education Center, Auditorium

Wednesday, November 16, 2016; Education Center, Auditorium

Wednesday, December 7, 2016; Education Center, Auditorium

Thursday, January 19, 2017; Education Center, Room 2226

Wednesday, February 15, 2017; Education Center, Auditorium

Wednesday, March 22, 2017; Education Center, Room 2226

Tuesday, April 11, 2017; Education Center, Auditorium

Thursday, May 18, 2017; Education Center, Room 2226