

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 31, 2015

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, 2015

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, 2015 and email it to Leslie Caporale at lcaporale@sandi.net or fax it to 619-725-5529.

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**. 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 Michelle Crisci at (619) 725-7225, if you would like to schedule a site 504 inservice session or need more information.

APPROVED:

A handwritten signature in cursive script that reads "Linda Trousdale".

Linda Trousdale
Executive Director, Student Services (TOC)

MC:lc

Attachments (2)

Distribution: Lists A, D, E and F



ATTACHMENT 1

**Designated Site 504 Coordinator
2015-2016**

School: _____

The designated site 504 Coordinator* for this site will be:

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, 2015 to:

Leslie Caporale
lcaporale@sandi.net
fax: 619-725-5529

ATTACHMENT 2

San Diego Unified School District
2015-2016 504 Training Schedule
Education Center, Room 2226
2:00 – 4:00 p.m.

Thursday, September 17, 2015

Wednesday, September 30, 2015

Thursday, October 8, 2015

Tuesday, October 20, 2015

Tuesday, November 10, 2015

Wednesday, December 9, 2015

Thursday, January 21, 2016

Wednesday, February 17, 2016

Tuesday, March 15, 2016

Wednesday, April 20, 2016

Thursday, May 12, 2016