



Paradise Unified School District

6696 Clark Rd., Paradise, CA 95969
Educational Services

Section 504 Procedures Checklist

- Parent/Guardian is notified of 504 meeting--Notice of Conference and Parents' Rights in Brief are sent to the parent with this notice.
- The Section 504 Eligibility Conference Summary is completed and documents the team decision.
- Parents' Rights in Brief is given and the Receipt of Parents' Rights in Brief is signed
- Section 504 Conference Notes/Summary of the meeting are kept.
 - If the student is determined to be ineligible for 504 protections, the parent is notified (copy of Section 504 Eligibility Conference Summary).
 - If the student is eligible under Section 504, the Section 504 Plan is developed at the meeting and the Parent/Guardian Consent for Initial Provision of Section 504 Services and/or Accommodations is signed.
 - Implementation of the Section 504 Plan/Section 504 Accommodation Data begins immediately.
- The Section 504 Plan is placed in the 504 file, with all other 504 documentation.
- A copy is kept in the Student Cumulative folder.
- Copies of Section 504 Eligibility Conference Summary and Section 504 Plan are given to the parent and sent to District 504 Coordinator/Designee.
- The Section 504 Plan/Section 504 Accommodation Data is reviewed at least annually. A Notice of Conference is sent to parents. Section 504 Conference Notes/Summary of the meeting are kept. A new 504 Plan is developed and the Section 504 Accommodation Data sheet is put into place, or, following a reevaluation, the Section 504 Conference Notes/Summary indicates that the student is no longer eligible. A copy of Parents' Rights in Brief and the Receipt of Parents' Rights in Brief is given to the parent. Parents sign the Receipt of Parents' Rights in Brief.

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 are 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.
- Ensures Family Educational Rights and Privacy and Confidentiality Acts.

Certificated/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.