

# STAFF RESPONSIBILITIES

### **District Coordinator of Section 504**

- Coordinates district efforts to comply with Section 504 regulations including training of administrative staff.
- Ensures publication of Child Find Notice and distributes copy for posting at all district sites.
- Reviews Section 504 evaluation summary if proposed accommodations require resources beyond the school level.
- Receives and reviews a copy of all Section 504 plans.
- Accepts and reviews Section 504 complaints, organizes and conducts investigations, and attempts to resolve any concerns or complaints.
- Organizes district response to any complaint filed with the Office for Civil Rights.

### **Principal or Administrative Designee – School Team Chairperson**

- Coordinates school efforts to comply with Section 504 regulations, including training of school staff.
- Ensures posting of Child Find Notice annually.
- Establishes school Section 504 team(s) and serves as chairperson of team(s).
- Guides Section 504 referral and evaluation and service delivery process.
- Consults with district Section 504 coordinator as needed.
- Forwards copy of each Section 504 plan to district Section 504 coordinator.
- Maintains a master list of those students with Section 504 plans, including name, grade, major life activity area impacted, annual review date, and projected reevaluation date.
- Accepts and reviews school Section 504 complaints, organizes and conducts investigations, and attempts to resolve any complaints or concerns.

### **Certified/Classified District Staff**

- Attend Section 504 training at the school level.
- Complete a referral for Section 504 assistance as needed.
- Serve as Section 504 team member when appropriate as determined by school Section 504 team chairperson.
- Implement Section 504 plan(s) as appropriate.