

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 5, 2014

**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:** October 1, 2014

**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 October 1, 2014 and email it to Leslie Caporale at [lcaporale@sandi.net](mailto: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). Under Section 504, 504 services may include general or special education related aids and services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of nondisabled students are met.

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 online under department ADA/504.

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 black ink that reads "Joe Fulcher". The signature is written in a cursive style with a large initial "J" and "F".

Joe Fulcher  
Chief Student Services Officer

MC:lc

Attachments (2)

Distribution: Lists A, D, E and F



**ATTACHMENT 1**

**Designated Site 504 Coordinator  
2014-2015**

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 in order to minimize any confusion with the special education process.

**Please return this form by October 1, 2014 to:**

**Leslie Caporale**  
[lcaporale@sandi.net](mailto:lcaporale@sandi.net)  
**fax: 619-725-5529**

## ATTACHMENT 2

San Diego Unified School District  
2014-2015 504 Training Schedule  
Education Center, Room 2226  
2:00 – 4:00 p.m.

Thursday, September 18, 2014

Tuesday, September 30, 2014

Wednesday, October 8, 2014

Tuesday, October 21, 2014

Tuesday, November 18, 2014

Wednesday, December 10, 2014

Wednesday, January 21, 2015

Thursday, February 19, 2015

Tuesday, March 17, 2015

Wednesday, April 15, 2015

Wednesday, May 13, 2015