

**SITE OPERATIONS CIRCULAR NO. 1013**

Special Education Division

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 13, 2017

**To:** Principals, Division and Department Heads

**Subject:** SHORT-TERM 504/ADA PHYSICAL ACCESS  
ACCOMMODATIONS FOR STUDENTS WITH TEMPORARY  
DISABILITIES

**Department and/or  
Persons Concerned:** Principals, Site Administrators, Site 504 Coordinators, Problem-  
Solving Team Members

**Due Date:** As necessary.

**Reference:** None

**Action Requested:** Please share information with certificated and front office staff.

**Brief Explanation:**

Access accommodations for students with disabilities, including temporary disabilities (lasting longer than 6 months), must be Americans with Disabilities Act (ADA) compliant. Upon learning that a student may need physical access accommodations to classrooms or parts of the school campus, consider:

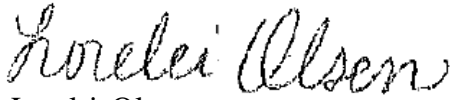
- a. exploring alternative access accommodations, such as temporarily changing the way a student accesses his/her program, moving the student's class to an accessible classroom, etc.
- b. informing and consulting with the site school nurse or cluster nurse.
- c. consulting with the 504/ADA Committee.

If facilities modifications are necessary, please submit a Request for Service (RS) as soon as possible to Maintenance and Operations (M & O) for processing. Indicate in the text of the request that this is an *ADA matter and include the name of the student needing access*.

Under no circumstances, except in "extraordinary situations," may a student be carried (OCR Policy Interpretation, No. 4, 43 Fed. Reg. 36035 [August 14, 1978]; OCR Staff Memorandum, 17 IDELR 613 [17EHLR 613] [OCT 1991]; OCR Staff Memorandum, *supra*. See Grangeville (ID) Joint District No. 241 IDELR 1139 [OCR 1994]).

For additional information you may call Andrea Thrower, District Section 504 Program Manager, at (619) 725-5658.

APPROVED:

A handwritten signature in cursive script that reads "Lorelei Olsen".

Lorelei Olsen

Director, Special Education Division

AT:lr

Distribution: Lists A, D, E and F