

**SITE OPERATIONS CIRCULAR NO. 1014**

Special Education Division

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 13, 2017

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

**Subject:** ACCOMMODATIONS TO PARENTS/GUARDIANS WITH DISABILITIES

**Department and/or Persons Concerned:** Principals, Site Administrators, Site 504 Coordinators

**Due Date:** Upon receipt.

**Reference:** None

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

**Brief Explanation:**

This circular provides guidance on the policy regarding accommodations to parents/guardians with disabilities.

San Diego Unified School District has a policy of making reasonable efforts to provide parents/guardians with disabilities, of district students, meaningful access to school programs and events in which parents/guardians participate. This would be in the most integrated setting reasonably possible, unless providing such accessibility would cause a fundamental alteration of the District's programs and services, or would cause an undue administrative or financial burden on the District.

Because of the need to carefully administer limited resources, it will not always be possible to make needed physical upgrades to District facilities. Moreover, the District may not always be able to provide physical upgrades within a timeframe that will allow for prompt permanent solutions for particular parents/guardians. Consequently, the District has implemented the following procedure designed for parents/guardians who are in need of immediate accessibility changes.

Any parent/guardian who needs an accommodation will make a written request to the District using the attached form. The written request is to be sent to both:

1. The site administrator at the location of the requested accommodation; *AND*
2. The 504/ADA Committee at 4100 Normal St., Annex 6B, San Diego, CA 92103.

Upon receipt of the written request, the 504/ADA Committee, with assistance of the site administrator, shall endeavor to provide alternative accommodation(s) consistent with this policy

within 60 calendar days of receipt of such request. Computation of the 60 calendar day deadline shall be based on the actual receipt of the request by the 504/ADA Committee.

The 504/ADA Committee will respond to the parent/guardian making the request with the following information:

1. Notice of any planned upgrades;
2. Alternative accommodations that shall be offered as an interim measure or permanently;  
OR
3. That the District has determined that it is unable to provide access because of undue burden or fundamental alteration.

The notice of the district's decision will also provide notice of any further appeal rights, if any, within the District.

Nothing contained in the policy is intended to increase or decrease any legal protections provided to persons with disabilities or any legal obligations owed by the District as provided by applicable state and federal law.

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

APPROVED:



Lorelei Olsen  
Director, Special Education Division

AT:lr

Attachment

Distribution: Lists A, D, E and F

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## PARENT/GUARDIAN REQUEST FOR ACCOMMODATION(S)

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I \_\_\_\_\_, parent/guardian of  
(please print name)

\_\_\_\_\_ at \_\_\_\_\_  
(please print student name) (school)

request the following accommodation(s) in order to access my child's education, school program, and/or events.

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I understand this request will be forwarded to San Diego Unified School District, 504/ADA Committee. This committee will consider the requested accommodation(s) and shall endeavor to provide accommodation(s) consistent with policy within 60 calendar days of receipt of this request.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Submit form to: School Site Principal  
**AND**  
Via Mail: 504/ADA Committee  
4100 Normal St., Annex 6B  
San Diego, CA 92103  
Via E-mail: llehn@sandi.net

\_\_\_\_\_  
Received Date Stamp  
(School Site)

\_\_\_\_\_  
Received Date Stamp  
(504/ADA Office)