

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** November 10, 2020  
**To:** Principals, Division and Department Heads  
**Subject:** SECTION 504 OF THE REHABILITATION ACT

**Department and/or**

**Persons Concerned:** Principals, Vice Principals, Counselors, Nurses

**Due Date:** November 10, 2020

**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 November 10, 2020 and email it to Marco Beltran, [mbeltran@sandi.net](mailto:mbeltran@sandi.net).

Site 504 Coordinators can be *any* certificated staff at the discretion of the site administrator. Site administrators may choose to designate additional site coordinators based on need. 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).

District wide in-services 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 Professional Learning Opportunities (PLO, formally ERO) for information regarding site 504 Coordinator training opportunities. To register for any training session, please use the district PLO 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 located online on the ADA/504 department webpage under Staff.

Central office assistance for individual site needs related to Section 504 will be available throughout the year at your request. If you have technical questions regarding accessing or completing the 504 documents, please contact Marco Beltran at [mbeltran@sandi.net](mailto:mbeltran@sandi.net).

Please contact Lisa Sheldon at lsheldo1@sandi.net if you would like to schedule a site 504 in-service session or need more information.

Dr. Noemi Villegas, Ed.D.  
Instructional Support Officer  
Integrated Youth Services Division

APPROVED:

/s/

Dr. Sofia Roditti, Ed.D.  
Chief, Leadership and Learning

SR:mb

Attachment(s): Attachment 1 - Designated Site 504 Coordinator  
Attachment 2 - 2020-2021 Section 504 Training Schedule



ATTACHMENT 1

**Designated Site 504 Coordinator  
2020-2021**

School: \_\_\_\_\_

The designated site 504 Coordinator(s)\* for this site will be:

\_\_\_\_\_  
Name Position

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Name Position

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Name Position

\_\_\_\_\_  
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 or SAI provider in order to minimize any confusion with the special education process.

**Please return this form by November 10, 2020 to:** Marco Beltran at [mbeltran@sandi.net](mailto:mbeltran@sandi.net)



**2020-2021 Section 504 Training Schedule**

Please register via [Professional Learning](#) (formerly ERO)

Friday, November 6th 1:30 PM - 3:00 PM  
Section # 30618

Tuesday, November 17th 10:30 AM - 12:00 PM  
Section # 30619

\*More sessions to be offered after the beginning of the year