Date: August 29, 2016
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: September 16, 2016
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 September 16, 2016 and email it to Leanne Rainer at lehn@sandi.net or fax it to 619-362-3347.

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. Secondary level 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 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 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. Please call Andrea Thrower at (619) 362-3340, if you would like to schedule a site 504 inservice session or need more information.

APPROVED:  

[Signature]
Linda Trousdale  
Executive Director, Student Services

AT:Ir  
Attachments (2)  
Distribution: Lists A, D, E and F
**ATTACHMENT 1**

**Designated Site 504 Coordinator**  
2016-2017

School: _______________________________________________________

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

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<th>Name</th>
<th>Position (Not limited to PPS staff)</th>
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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 September 16, 2016 to:**  
Leanne Rainer at llehn@sandi.net or Fax: 619-362-3347
San Diego Unified School District
2016-2017 504 Training Schedule

2:00 – 4:00 p.m.

Wednesday, September 21, 2016; Education Center, Auditorium
Thursday, September 29, 2016; Education Center, Room 2226
Tuesday, October 18, 2016; Education Center, Auditorium
Thursday, October 20, 2016; Education Center, Auditorium
Wednesday, November 16, 2016; Education Center, Auditorium
Wednesday, December 7, 2016; Education Center, Auditorium
Thursday, January 19, 2017; Education Center, Room 2226
Wednesday, February 15, 2017; Education Center, Auditorium
Wednesday, March 22, 2017; Education Center, Room 2226
Tuesday, April 11, 2017; Education Center, Auditorium
Thursday, May 18, 2017; Education Center, Room 2226