

CHECKLIST FOR COMPLIANCE WITH SECTION 504

It is necessary that the District confirms it has completed the following procedures each year in order to be in compliance with Federal law related to disabled persons.

- \_\_\_ Provide written assurance of non-discrimination whenever the District receives Federal money (Refer to Policies 2260, 3122,4122)
- \_\_\_ Designate a District employee to coordinate compliance with Section 504(Refer to AG 2260A)
- \_\_\_ Provide grievance procedures to resolve complaints of discrimination (Refer to AG 2260B)
- \_\_\_ Provide notice to students, parents, employees, unions, and professional organizations of non-discrimination in admission or access to, or treatment or employment in, District programs or activities. Notice must specify the compliance officer.
- \_\_\_ Include notice of non-discrimination with the name and location of the compliance officer in all student handbooks (Refer to AG 2260A/B)
- \_\_\_ Annually identify and locate all Section 504-qualified disabled children in the District's geographic area who are not receiving a public education
- \_\_\_ Annually notify disabled students and their parents of the District's responsibilities under Section 504 (Refer to AG 2260C)
- \_\_\_ Provide parents with the following procedural safeguards:
  - \_\_\_ Notice of their rights (Refer to AG 2260C)
  - \_\_\_ An opportunity to review relevant records (Refer to AG 8330)
  - \_\_\_ An impartial hearing following due process
  - \_\_\_ Notice of the right to request a hearing regarding the identification, evaluation, or educational placement of their disabled child. No change in placement can occur if parents have filed a request for a hearing and the proceedings have not been completed.