

**DELAWARE CITY SCHOOLS**

**CHECKLIST FOR COMPLIANCE WITH SECTION 504**

The District must complete the following procedures each year in order to comply with the Federal laws related to disabled persons.

- \_\_\_ Provide written assurance of non-discrimination whenever the District receives Federal money (Refer to Policy 2260, Policy 3122, and Policy 4122).
- \_\_\_ Designate a District employee to coordinate compliance with Section 504/ADA (Refer to Policy 2260.01 and AG 2260.01).
- \_\_\_ Provide grievance procedures to resolve complaints of discrimination (Refer to AG 2260.01B).
- \_\_\_ Provide notice to students, parents, employees, unions, and professional organizations of non-discrimination in admission or access to, participation in, 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).
- \_\_\_ 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 2260.01A).
- \_\_\_ Provide parents with the following procedural safeguards:
  - \_\_\_ Notice of their rights (Refer to Form 2260.01A F3).
  - \_\_\_ An opportunity to review relevant records (Refer to AG 8330 and AG 2260.01B).
  - \_\_\_ Access to a due process hearing before an impartial hearing officer.
  - \_\_\_ Notice of the right to request a hearing regarding the identification, evaluation, or educational placement of their disabled child. With respect to a child who is disabled or believed to be disabled under IDEIA, no change in placement can occur if parents have filed a request for a hearing and the proceedings have not been completed.

4/07  
5/17/10