

## Section 504 Roles & Responsibilities

### Teacher(s)

- Provide input (observed weaknesses & strengths) for team meetings/plan development
- Request Section 504 Team meeting to review plan if no longer appropriate
- Develop a process ensuring consistent implementation of Section 504 plans.

### Related Service Providers (as needed)

- Conduct evaluations
- Provide input for Section 504 Team meetings
- Provided services

### School Nurse (as needed)

- Review student school health records (*i.e.* visits to health office, absences for medical reasons)
- Interpret the student's health status; explain the major life activity affected, health limitation, & anticipated duration of limitation
- Recommend health-related accommodations & supports
- May need to obtain medical reports
- May need to develop an Individual Health Plan (IHP)

### Student

- Communicate weaknesses & strengths
- Maintain awareness of rights under Section 504

### Parent or Guardian

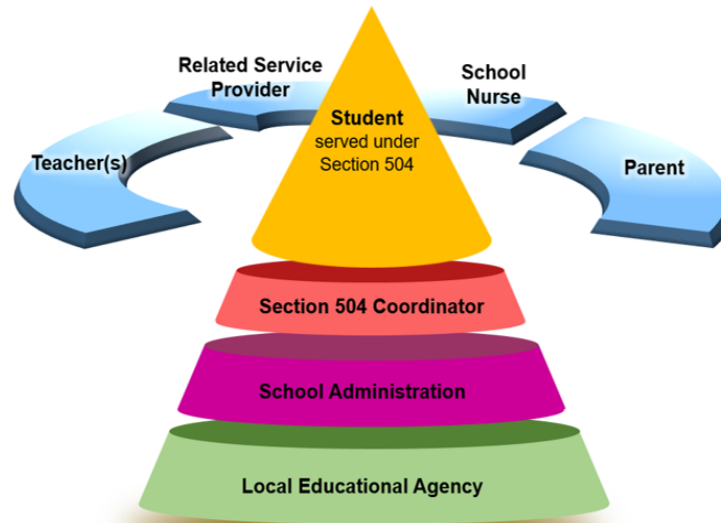
- Communicate observed weaknesses & strengths
- Participate in meetings/considerations of FAPE
- Maintain awareness of Section 504 rights
- Request Section 504 Team meeting to review plan if no longer appropriate

### School Section 504 Team

- Use knowledge about the student to make decisions
- Consider the student's learning process
- Understand the meaning of the reviewed evaluation data
- Be familiar with placement options
- Request Section 504 Team meeting to review plan if no longer appropriate

### School Administration

- Identify campus Section 504 Coordinator as appropriate
- Support Section 504 process & make available meeting space & time
- Implement grievance procedures for submitted Section 504 complaints



### Section 504 Coordinator

- Conduct self-reviews & monitor Section 504 procedures & practices – including the timeline from referral submission to the team meeting
- Ensure Section 504 plans are disseminated to appropriate staff
- Develop awareness, materials & trainings for school staff & families
- Maintain records/data & prepare annual reports on compliance to the LEA leadership team and local school board
- Serve as liaison to ADE Equity Assistance Center (EAC) & Office for Civil Rights (OCR)
- Monitor the reduction of architecture barriers for individuals with disabilities
- Send parent communication concerning Section 504 (*i.e.* notice of identification, notice of parental rights, notice of meeting, copy of plan)
- Identify Section 504 Team members & schedule meetings
- Implement grievance procedures for submitted Section 504 complaints

*Role may be divided among District & Campus Level Section 504 Coordinators as appropriate.*

### Local Educational Agency (LEA) (School District & Charter School)

- Establish guiding documents, procedural safeguards, & nondiscriminatory evaluation/placement processes
- Designate & train employee responsible for ensuring compliance with Section 504 regulations (if maintains fifteen [15] or more employees)
- Provide an annual non-discrimination notice that provides the name & telephone number of the Section 504 Coordinator
- Provide complaint policies & procedures to parents, students, & employees
- Ensure resources necessary for individualized services & support
- Train staff enabling them to perform services & make appropriate accommodations
- Provide for a process whereby Section 504 records are efficiently transferred within the district & outside the district (in & out of state)