

Section 504 Roles & Responsibilities

Parent or Guardian

- Communicate observed strengths & weaknesses.
- 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 Nurse (as needed)

- Review student school health records (e.g., 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.

Related Service Providers (as needed)

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

Section 504 Coordinator

- Ensure that Section 504 plan accommodations are disseminated to appropriate staff.
- Send parent communication concerning Section 504 (e.g., notice of identification, notice of parental rights, notice of meeting, copy of plan).
- Identify Section 504 Team members & schedule meetings.
- Ensure that funding approval to implement plans progresses through the appropriate channels.
- Monitor physical & website accessibility & reduce architectural barriers.
- Conduct self-reviews & monitor Section 504 procedures & practices.
- 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.
- Implement grievance procedures for submitted Section 504 complaints.
- Serve as liaison to ADE Equity Assistance Center & the Office for Civil Rights.

Role may be divided among District & Campus-level Section 504 Coordinators as appropriate.

Student

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



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.

Section 504 Team

- Use knowledge about the student to make decisions – including how the disability impacts the student.
- Understand the meaning of the evaluation data.
- Be familiar with placement options.
- Ensure the student's access to education as compared to peers without disabilities.

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.

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 & supports.
- Train staff enabling them to perform services & appropriate accommodations.
- Provide for a process whereby Section 504 records are efficiently transferred within the district & outside the district (in & out of state).