

ADMINISTRATIVE CIRCULAR NO. 29

Leadership and Learning Division

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 7, 2022

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: October 6, 2022

Reference: 504/ADA Guidelines

Action Requested: Designate a site 504 Coordinator and fill out the Google attachment link.

Brief Explanation:

Attached is a link to designate your site 504 Coordinator. Please complete the [form](#) by October 6, 2022.

Site 504 Coordinators can be **any certificated staff** at the discretion of the site administrator. Site administrators 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 Team (IST; PST; SST; iMTSS). 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 in-services 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 Professional Learning Opportunities (PLO, formally ERO) for information regarding site 504 Coordinator training opportunities. To register for any training session, please use the district PLO system. Please see attachment 2 for a list of upcoming trainings.

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 Portal](#).

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Central office assistance for individual site needs related to Section 504 will be available throughout the year at your request. If you have technical questions regarding accessing or completing the 504 documents, please contact Marco Beltran at mbeltran@sandi.net and/or Eri Nall at enall@sandi.net.

APPROVED:

Nicole DeWitt
Executive Director
Leadership and Learning Division

ND:mb

Attachment(s)

Attachment 1 - [Section 504 Training Schedule](#)