

SITE OPERATIONS CIRCULAR NO. 1002
Leadership and Learning Division

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 6, 2022

To: Site Administrators, Division and Department Heads

Subject: REQUESTS FOR STUDENT TRANSPORTATION
UNDER SECTION 504/AMERICANS WITH
DISABILITIES ACT (ADA)

**Department and/or
Persons Concerned:** Site Administrators, Division and Department Heads, Site 504
Coordinators, School Counselors, Nurses, Site Transportation
Liaisons

Due Date: As necessary

Reference: None

Action Requested: Notify and distribute to site transportation liaison, school
nurse, and other staff as appropriate.

Brief Explanation:

Students with physical or medical disabilities, **who do not have an Individualized Education Plan (IEP)**, may request transportation services under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Provisions for reasonable accommodations will be made for those who qualify.

Procedure for requesting transportation under Section 504/ADA:

1. The Section 504/ADA Request for Transportation (Attachment 1) and the Request for Transportation Verification and Recommendation (Attachment 2) forms will be available through the school nurse's office.
2. Parent/Guardian will return attachment to the nurse.
3. The school nurse, following a review and assessment of all pertinent information, will complete Attachment 2.
4. The school nurse will forward Attachment 1 and Attachment 2 to the 504/ADA Office, 5465 El Cajon Blvd., B2, San Diego, CA 92115.

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5. The 504/ADA Office will verify the need for transportation and notify the school nurse of the status of the request. The school nurse will inform the parent/guardian. Approved requests will be forwarded to the Transportation Department. Transportation will contact the site transportation liaison regarding the new transportation information for the student. The site transportation liaison will inform the parent of the bus stop location, date and time service begins and ends.

For additional information please email the ADA/504 office at 504office@sandi.net.

APPROVED:

Nicole DeWitt
Executive Director,

Leadership and Learning Division

ND: mb

Attachment(s):

Attachment 1: [Request for Transportation](#)

Attachment 2: [Verification and Recommendation Form](#)