

**Practical Suggestions for Compliance**

**I. Appoint 504 Coordinator(s)**

- Coordinator(s) must cover student issues, employment issues, and facilities (Section 104.7(a))
- One or more coordinators should be appointed to cover student issues. Local district conditions will determine who and how many to appoint. This position is a regular education function; however, local districts may choose to use special education personnel if appropriate “split funding” is used.

**II. Responsibilities Regarding Student Issues**

- Develop and publish annual notice and conduct childfind activities (Section 104.8(a), Section 104.32)
- Place notice in student handbooks (Section 104.8(b))
- Develop wording and procedures for giving specific notice to parents upon referral, evaluation, and placement (Section 104.36)
- Develop local policies and procedures on referrals, evaluations, placement, parent access to records, and due process hearing, including what documentation is needed (Section 104.33-Section 104.36)
- Coordinate referrals, evaluations, multidisciplinary committee, placements, and hearing (Section 104.35-Section 104.36)
- Plan and provide inservice education for staff
- Coordinate procedures with specific programs, e.g., special education, compensatory education, and dyslexia programs; if a handicapping condition is suspected, follow all procedures before placing a child in a program, such as a dyslexia program or a transitional kindergarten/first grade class.
- Assure that appropriate programs and placements in the least restrictive environment are available for eligible students. (Section 104.33, Section 104.34)

**III. Referrals**

- Receive from parent/guardian of school official; should also be considered if, as a result of a referral to special education, the child is found ineligible
- Provide notice to inform how to initiate a referral
- Provide notice to parents of due process rights and of identification, evaluation, and placement when a referral is made (Section 104.36)
- Determine evaluation process and content (Section 104.35(a))

**IV. Evaluations**

- Determine what evaluation information is needed and who will do testing and provide other information
- Assure that testing is done in accordance with Section 104.35
- Do periodic reevaluations as needed and before any significant change in placement (Section 104.35(d))

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**V. Placement**

- Determine makeup of multidisciplinary committee to evaluate and place student if found eligible (Section 104.35(c))
- Assure that the evaluation of the data and placement are done by persons knowledgeable about the student, the data, and placement options (Section 104.35(c))
- Assure that decisions about placement are based upon the child's individual needs, and the least restrictive environment considerations (Section 104.33(b), Section 104.34(a & b))

**VI. Hearings**

- Develop proceedings for timely due process hearings. Hearings may be conducted informally.
- Have trained, impartial persons who are not connected with the school district available to serve as hearing officers (Section 104.36)
- Process request for hearings from parents/guardians regarding identification, evaluation, or placement
- Supervise hearing process to assure timely completion of hearings

**VII. Grievance Procedures**

- Develop procedures for timely processing complaints regarding 504 issues files with the district. (Section 104.7)
- Informal procedures similar to employment grievances may be used, with district personnel as grievance officers; however, the grievance process may not be used to override decisions about an individual child's program made by the group of knowledgeable persons.

**VIII. Complaints**

- Notify parents/guardians that they may file complaints alleging a violation of Section 504 at U.S. Department of Education, Office for Civil Rights, Region VI, 1200 Main Tower Building, Suite 2260, Dallas, TX 75202, Telephone 214-767-3936.