Section 504 Procedural Requirements Checklist

During the presentation, please check the items that are in place through school district policies and procedures:

_____ 1. Provide **written assurance** of nondiscrimination whenever the school receives federal money (e.g., on the LEA application). [34 CFR § 104.5(a)]

_____ 2. Designate an **employee to coordinate compliance** with Section 504/ADA (if there are more than 15 employees). [34 CFR § 104.7(a)]

_____ 3. Provide **grievance procedures** to resolve complaints of discrimination (if more than 15 employees): mediation, complaint process, and due process hearings.

_____ 4. Provide **notice to students and parents**. A separate notice should be available for employees, unions, and professional organizations of nondiscrimination in admission or access to, treatment at, and employment in its programs or activities (if more than 15 employees). Notice must be included in student/parent handbook. [34 CFR § 104.8]

_____ 5. The school will **identify and locate qualified students with disabilities** within their jurisdiction.

_____ 6. **Annually notify persons with disabilities** and their parents or guardians of the schools responsibilities under Section 504/ADA . [34 CFR § 104.32(b)]

_____ 7. Provide parents or guardians with **procedural safeguards**:
   a. Notice of their rights
   b. An opportunity to review relevant records
   c. An impartial hearing. It is important that parents or guardians be notified of their right to request a hearing regarding the identification, evaluation, or educational placement of individuals with disabilities. [34 CFR § 104.36]
   d. Review of procedures. Compliance with the procedural safeguards under special education is one way of meeting these requirements.

_____ 8. **Conduct a self-evaluation** of the school facilities, programs, and policies to ensure that discrimination is not taking place. [34 CFR § 104.6(c)] This study should be conducted with the assistance of interested persons with disabilities.