

ALL PRINCIPALS/AP's: Division of Special Education-Section 504 information materials

Category:

Audience: All Principals/APs

Due Date: n/a

Meeting Date: n/a

To inform Principals of Section 504 informational materials.

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- The Division of Special Education in concert with the School Board Attorney's Office has designed a brochure entitled, Section 504 A Parent-Teacher Guide. This brochure has been translated into both Spanish and Haitian-Creole.
 - The intent of this brochure is to provide information on Section 504 to parents who are interested in procuring Section 504 services for their child.
 - Your cooperation with the distribution to the parents of students with disabilities who request information regarding Section 504 is appreciated.
 - Staffing Specialists will be asked to facilitate the dispersion of these brochures on a request basis.
 - The Notification of Rights and Due Process Procedures under the provision of Section 504 of the Rehabilitation Act of 1973 states that parents have the right to obtain information about procedures governing mediation, due process hearings, and appeals.
 - FM 7157, Request for Section 504 Mediation/Request for Section 504 Due Process Hearing has been developed to provide parents with such information and should be provided to parents when they inquire about Section 504 mediation and/or Section 504 due process hearings.
 - Parents should be directed to the School Board Clerk to file a mediation, due process hearing request, appeals, and receive additional information.
 - Another valuable resource, the District Guide for Meeting the Needs of Students, is a publication regarding Section 504 that has been developed by the Florida Department of Education (FLDOE). This guide may be ordered through the Clearinghouse Information Center Services or, it may be accessed via the FLDOE website at <http://www.firm.edu/doe/bin00014/pubxhome.htm>.
 - To order the District Guide for Meeting the Needs of Students from the Clearinghouse Information Center Services, email the publication title, publication number (7671) and quantity requested to cicbiscs@fldoe.org.
 - The FLDOE's tutorial that covers Section 504 requirements; procedures for K-12 students; developing a 504 plan; procedural safeguards; discipline; comparison of 504 and IDEA 2004; and Section 504 Protection for Postsecondary Students is another useful resource. It may be accessed at <http://sss.usf.edu/504tutorial/>.

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Department: Division of Special Education