

Woodridge Local School District

CHECKLIST FOR COMPLIANCE WITH SECTION 504

The District must complete the following procedures each year in order to comply with the Federal laws related to disabled persons.

- ___ Provide written assurance of non-discrimination whenever the District receives Federal money (Refer to Policy 2260, Policy 3122, and Policy 4122).
- ___ Designate a District employee to coordinate compliance with Section 504/ADA (Refer to Policy 2260.01 and AG 2260.01).
- ___ Provide grievance procedures to resolve complaints of discrimination (Refer to AG 2260.01B).
- ___ Provide notice to students, parents, employees, unions, and professional organizations of non-discrimination in admission or access to, participation in, or treatment or employment in, District programs or activities. Notice must specify the compliance officer.
- ___ Include notice of non-discrimination with the name and location of the compliance officer in all student handbooks (Refer to AG 2260A/AG 2260B).
- ___ Annually identify and locate all Section 504-qualified disabled children in the District's geographic area who are not receiving a public education.
- ___ Annually notify disabled students and their parents of the District's responsibilities under Section 504 (Refer to AG 2260.01A).
- ___ Provide parents with the following procedural safeguards:
 - ___ Notice of their rights (Refer to AG 2260A and Form 2260.01A F3).
 - ___ An opportunity to review relevant records (Refer to AG 8330) and AG 2260.01B).
 - ___ Access to a due process hearing before an impartial hearing officer (Refer to AG 2260.01B).
 - ___ Notice of the right to request a hearing regarding the identification, evaluation, or educational placement of their disabled child. With respect to a child who is disabled or believed to be disabled under IDEIA, no change in placement can occur if parents have filed a request for a hearing and the proceedings have not been completed.

1/16/07
10/19/10