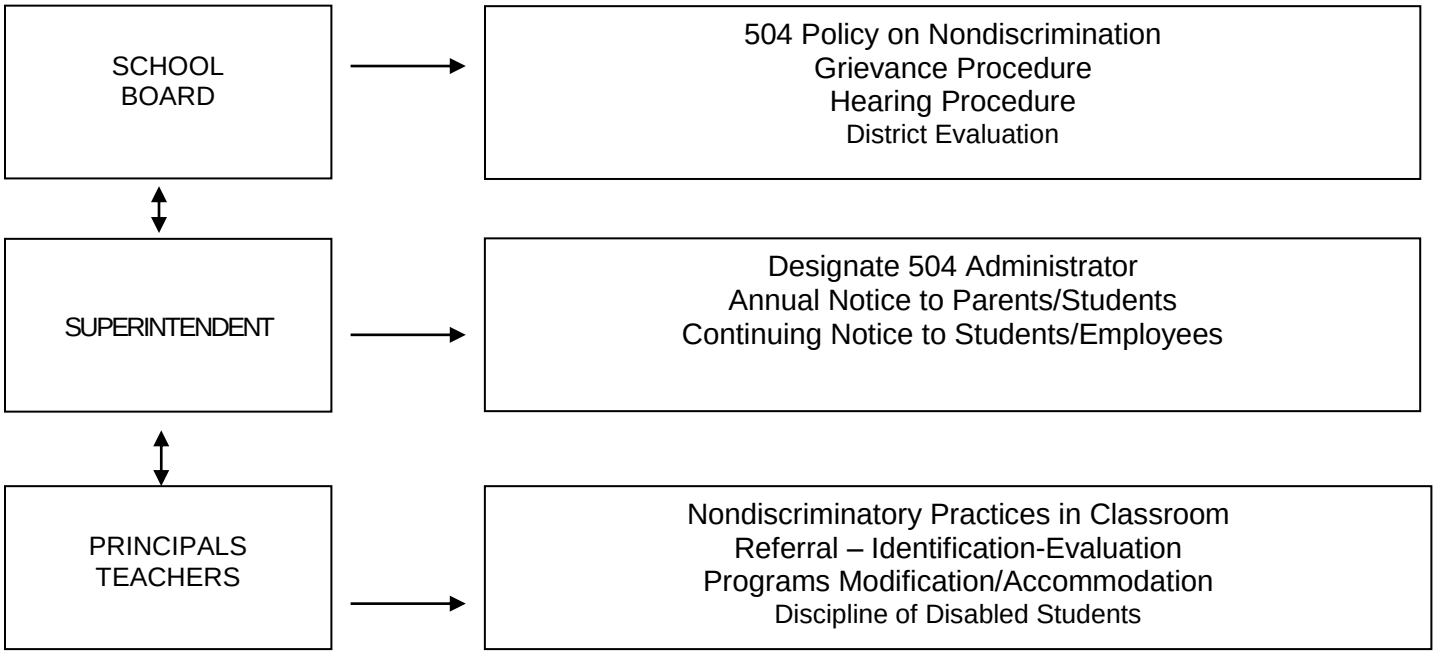
ROLES OF SCHOOL PERSONNEL



SECTION 504 RESPONSIBILTIES

Role of Building 504 Coordinator – *coordinates 504 services in the school or program*

- Provides accurate data to District Office to update eSchool, and periodically checks eSchool 504 report for accuracy.
- Participates in district-wide training on Section 504 implementation.
- Acts as contact person in school when questions arise about 504 issues.
- Participates on building Student Support Team for 504 referrals..
- Ensures that staff are using current Section 504 forms and following current procedures.
- Coordinates transition of 504 students transferring into and out of the school.
- Schedules meetings & sends notices, including periodic reviews as indicated on plan.
- Gathers necessary information for meetings.
- Writes up 504 documents.
- Provides copies of documents to parents and puts in student's cumulative file.
- Provides information to all teachers that need to know about 504 plan contents, including when the student's schedule or classes change.
- Verifies implementation of 504 plan and is available to problem-solve when issues or concerns arise.
- Schedules periodic review at least annually (unless a different timeline is in the plan) or sooner if needed, and before any significant change in placement.

Role of Section 504 Administrator– *coordinates 504 implementation in the district*

- Ensures that 504 forms and procedures comply with 504 requirements.
- Provides training to 504 Coordinators and others annually and as needed.
- Provides technical assistance and problem-solving on an as needed basis.
- Ensures 504 student data is accurate.
- Addresses systemic issues related to Section 504 compliance.
- Contact person for Office for Civil Rights (OCR) student-related Section 504 complaints.