

CHECKLIST FOR COMPLIANCE WITH SECTION 504

The County 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 County receives Federal money (Refer to Policy 2260, Policy 3122, and Policy 4122).
- ___ Designate a County 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, County 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 County's geographic area who are not receiving a public education.
- ___ Annually notify disabled students and their parents of the County'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).
 - ___ Access to a due process hearing before an impartial hearing officer.
 - ___ 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.