

Washington County School District Checklist Procedural Requirements

Statement	Yes	No	Comments
1. There are written assurance of non-discrimination whenever the district received federal money.			
2. There is a designated district person to coordinate the Sec. 504 compliance activities. (Director of Student Services)			
3. There are grievance procedures to resolve Sec. 504 complaints.			
4. Students, parents, employees, and professional organizations are provided notice of nondiscrimination in admission or access to its programs or activities.			
5. The notice contains the name and contact information of the District sec. 504 coordinator.			
6. District annually identifies and locates all Section 504 qualified students with a disability within the district's boundary who are not receiving a public education.			
7. District notifies the students with disabilities, their parents/guardians of the district's responsibilities under Section 504			
8. Procedural safeguards as it relates to identification, evaluation and placement are being provided to parents/guardians.			
9. Parents are informed of their rights.			
10. Parents are granted an opportunity to examine relevant records.			
11. Parents are entitled to have representation by legal counsel.			
12. Parents are provided a review procedure.			
13. District Section 504 coordinator has attended a USOE update of Sec. 504 recently.			
Date: _____			