

PLYMOUTH COMMUNITY SCHOOL CORPORATION

CHECKLIST FOR COMPLIANCE WITH SECTION 504

It is necessary that the Corporation confirms it has completed the following procedures each year to be in compliance with Federal law related to disabled persons.

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