



March 29, 2020

MEMORANDUM

To: School Administrators

From: Caroline Walker, Executive Director, Program Innovation and Student Well-Being

Subject: Section 504 Plans

The recent changes our schools have faced due to COVID-19 have been unprecedented and there are no specific Section 504 regulations that govern all the possible scenarios. The Office for Civil Rights has reiterated that during this time we are still required to meet our obligations of ensuring students with disabilities have equal access to the same opportunities as all students, including the provision of a free, appropriate, public education (FAPE) as outlined in Section 504 plans.

In preparation for the return of staff and students, there are organizational steps that the administrator who serves as the Section 504 Administrative Building Coordinator (ABC) will need to do to help support instructional staff with their new task of teaching virtually. A separate virtual training module will address how to accommodate students with disabilities.

Section 504 school teams will need to work with families on an individual basis to discuss how services will be provided in this new learning environment. Further guidance on contacting families about implementation of Section 504 plans will be forthcoming.

Section 504 Administrative Building Coordinator Action Items:

- Download 504 flash plans using TIENET see “[Bulk Printing to PDF QRC](#)”
- Create one GAFE folder to confidentially share 504 plans and documents
  - Inside that folder, create grade level folders or last name groupings for high school
  - Inside those folders, create a folder for each student and add a pdf of the student’s 504 plan to the student’s folder
  - Permissions for student folders should be individualized so that each student’s folder is shared only with staff working with the student.
- Ensure meeting notes in progress are completed as soon as possible and work with families on the best way to receive these notes.
- Remind related service providers to use TIENET support logs to document 504-related services.

- Keep a running list of meetings that were missed or are scheduled for the remainder of the year. There are several TIENET reports outlined in the guidance document for your support. Make a copy of this spreadsheet to track meetings and save to the 504 Google drive for easy reference of what meetings will need to be completed.

To support our Section 504 Administrative Building Coordinators Program Innovation and Student Well-Being will set up weekly optional support sessions while schools are closed. We want to thank you for your dedication and commitment to our students during this difficult time. If you have any questions or concerns, please contact [Amy\\_Cohen@hcpss.org](mailto:Amy_Cohen@hcpss.org) for TIENET support or [Sally\\_Dorman@hcpss.org](mailto:Sally_Dorman@hcpss.org) for 504 procedural support.