

# Section 504 Implementation Concern Process

Use this checklist to help guide your progress through the Section 504 implementation concern process.

## STEP 1: School Staff Collaboration

- ☐ Contact the staff member involved (by email, letter or phone) and explain your concern. Develop a mutually agreed upon resolution.
- ☐ After the discussion, write down what was agreed upon as the resolution.
- ☐ If you are unable to mutually agree on a resolution, proceed to Step 2.



## STEP 2: Section 504 Administrative Building Coordinator (504 ABC) Review

- ☐ Complete Part A of the Section 504 Implementation Concern Form (link) and send the Form to the 504 Administrative Building Coordinator at your student's school.
- ☐ The 504 ABC will investigate your concern and contact you within ten (10) school days to share their findings and possible resolution(s). If a concern cannot be resolved reasonably within 10 school days, the 504 ABC may extend the time up to 10 additional days and will notify the parent.
- ☐ The 504 ABC will complete Part B of the Section 504 Implementation Concern Form and you will receive a copy of the Form as documentation of the 504 ABC findings and if applicable, possible resolution(s).
- ☐ If you are dissatisfied with the resolution from the 504 ABC, proceed to Step 3.



## STEP 3: Principal Review

- ☐ Contact the school Principal and submit a copy of the completed Section 504 Implementation Concern Form that you received from the 504 ABC.
- ☐ The Principal will review all documentation related to your concern and confer with individuals involved.
- ☐ The Principal will contact you within ten (10) school days to share their findings and possible resolution(s).
- ☐ If you are dissatisfied with the resolution from the Principal, proceed to Step 4.



## STEP 4: Central Office Review

- ☐ Contact the Section 504 Coordinator/designee and submit a copy of the complete Section 504 Implementation Concern Form that you received from the 504 ABC.
- ☐ The Section 504 Coordinator/designee will review all documentation related to your concern and confer with individuals involved.
- ☐ The Section 504 Coordinator/designee will provide a written response within ten (10) school days to communicate their findings and possible resolution(s).

**Section 504 Parental Rights** can be found at [www.hcpss.org/academics/section-504/due-process-right](http://www.hcpss.org/academics/section-504/due-process-right)

Concerns may be submitted by parents, guardians, or custodial parents. For the purposes of this process explanation, all complainants will be referred to as "parent".