

Section 504
Implementation
Concern Form

Howard County Public School System
10910 Clarksville Pike, Ellicott City, MD 21042
(410) 313-6600



PART A – Completed by the parent, guardian, or child’s custodian and submitted to the Section 504 Administrative Building Coordinator (504 ABC) at the school.

Your Name: _____ Student Name: _____

Phone: Day _____ Work _____ Cell _____

Address: _____

Concerning which School: _____

Date of contact with Staff Member involved: _____ Staff Name: _____

Please state your concern: *(Attach additional sheets and documentation, if necessary.)*

Action requested: *(Attach additional sheets and documentation, if necessary.)*

Parent Signature: _____

Date Submitted: _____

PART B – To be completed by the school's Section 504 ABC

Date Received: _____ Initials: _____ Date Initial Contact Made: _____

(If applicable) Date of Extension Notification: _____ Initials: _____

Section 504 ABC Investigative Findings: *(Attach additional sheets and documentation, if necessary.)*

Resolution Required: ☐ Yes ☐ No

Explanation of Resolution, if applicable:

504 ABC Signature: _____

Date: _____

If you wish to request a review of the decision, you may do so by forwarding this completed form to the school Principal with your reason for disagreement.

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.
- You will receive a copy of your Section 504 Implementation Concern 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 complete 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 completed 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).



HOWARD COUNTY PUBLIC SCHOOL SYSTEM
Notice of Procedural Safeguards Under Section 504
Of the Rehabilitation Act of 1973

Section 504 of The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute which prohibits discrimination and ensures that students with disabilities have educational opportunities equal to those provided to nondisabled students.

The Howard County Board of Education ("the school system" or "the Howard County Public School System") recognizes its legal responsibility to ensure that "No otherwise qualified individual with a disability/impairment in the United States ... shall, solely by reason of his or her disability/impairment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..."

If a child qualifies for services under Section 504, the parent or legal guardian has the following rights:

1. The right to have the school system advise you of your rights under Section 504 (this document represents written notice of rights as required under Section 504).
2. The right to have your child take part in, and receive benefits from, public education programs without being discriminated against on the basis of his/her disability.
3. The right to receive written notice of decisions or actions regarding the identification, evaluation, refusal to provide an evaluation, reevaluation, or educational placement/program of your child, and receive a copy of this notice.
4. The right to have an evaluation of your child if the school system has reason to believe that your child has a mental or physical impairment that substantially limits learning or some major life activity—
 - a. before the initial placement.
 - b. before any subsequent significant change in placement.
5. The right to have your child receive free, appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate.
6. The right to have your child afforded an opportunity, equal to that of students who do not have a disability, to participate in school and school-related activities, as well as nonacademic and extracurricular activities offered by the school system, in accordance with the provisions of Section 504 of the Rehabilitation Act.
7. The right to have identification, evaluation, and educational placement/program decisions made based upon a variety of information sources, and by individuals who know the student's educational needs, the meaning of eligibility and evaluation data, and placement/program options.
8. The right to receive all information in your native language or other primary mode of communication.
9. The right to examine all relevant records relating to decisions regarding your child's identification, evaluation, eligibility, educational program, and placement.
10. The right to obtain copies of educational records at a reasonable cost, unless the fee would effectively deny you access to the records.
11. The right to receive a response from the school system to reasonable requests for explanations and interpretations of your child's records.
12. The right to request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school system refuses this request, it shall notify you within a reasonable time and advise you of your right to place in the student's record a statement of why you disagree with the information it contains and/or request a hearing.
13. The right to seek resolution of issues if you disagree with decisions regarding your child's identification, evaluation, and educational placement/program. You may request a Section 504 review or a Section 504 hearing by an impartial Hearing Officer by contacting the school system's Section 504 Coordinator at 410-313-0782. You and your child may take part in the hearing and have an attorney represent you at your own cost. For a copy of impartial hearing rights under Section 504, contact the HPCSS 504 Coordinator. In addition, you may choose to seek review by the Office for Civil Rights in the U. S. Department of Education. Complaints to the Office for Civil Rights may be sent to:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Ave, SW
Washington, DC 20202-1100