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SPRINGFIELD PUBLIC SCHOOLS - SPRINGFIELD, MASSACHUSETTS

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MEMORANDUM

TO: Principals

FROM: Mr. Daniel J. Warwick, Superintendent for Schools *Djw*

SUBJECT: 2018 – 2019 Section 504 Annual Training

DATE: July 9, 2018

Section 504 of the Rehabilitation Act of 1973 is Congress's directive to schools receiving any federal funding from the U.S. Department of Education to eliminate discrimination based on disability from all aspects of school operation. Since the Springfield Public Schools is a recipient of federal funding, we are required to provide a "free appropriate public education" (FAPE) to each qualified student with a disability. An appropriate education for a Section 504 disabled student requires the provision of specific accommodations and related services in order to meet the needs of disabled students as adequately as those of nondisabled students. Section 504 focuses on assuring equal access to educational services and the learning process for those students who qualify as having a disability or impairment.

Each year, the 504 process is reviewed with 504 building-level Coordinators. The annual training is scheduled for **Tuesday, August 14th from 9-11 at Boland Elementary School**. Coordinators should register to attend in MLP. This training session will include the following topics: review of the guidelines of FAPE, steps for an effective 504 eligibility meeting, case studies and review of the EASYIEP database in relation to 504 plans.

If you have any questions regarding the 504 processes or this annual training, please contact Julie Donovan, the 504 District Coordinator. Thank you in advance for your attention and cooperation in this matter.

c: Mrs. Lydia E. Martinez-Alvarez, Assistant Superintendent
Dr. Yolanda D. Johnson, Executive Officer for Student Services
Julie Donovan, 504 District Coordinator