

Woodside Elementary School District
3195 Woodside Road, Woodside, CA 94062
650-851-1571 ~ fax: 650-851-5577
www.woodsideschool.us



504 Plan FAQ & Procedural Safeguards

How can you apply for a 504?

Any student may be referred by a parent/guardian, teacher, other certificated school employee or community agency for considering as a disabled student under Section 504. This referral should be made to the school site principal. The 504 Team will promptly consider the referral. The district will complete identification, evaluation, and educational placement process within a reasonable time frame.

Who is eligible for a 504?

A student eligible for services under Section 504 is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, including learning, (B) has a medical record of such an impairment, or © is regarded by administrative and educational staff as having such an impairment. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Procedural Safeguards

- The parent or person in parental relationship shall be notified in writing of any district decision concerning the identification, evaluation, and placement of a student.
- The parent or person in parental relationship shall have the right to examine the student's records.
- Parents or persons in parental relationship who disagree with the identification, evaluation or placement of a student with disabilities shall have the right to request an impartial due-process hearing.
- The request for a hearing shall be made in writing, within thirty days of receipt of the Section 504 Committee's determination.