

South Carolina Public Charter School District
Section 504 Roles and Responsibilities

District Section 504 Coordinator:

- Coordinates district efforts to comply with Section 504 regulations including training of administrative staff
- Reviews Section 504 Plans if proposed accommodations require resources beyond the school level
- Receives and reviews copies of all Section 504 Accommodation Plans
- Accepts and reviews Section 504 complaints, organizes and conduct investigations, and attempts to resolve any concerns/complaints
- Organizes district response to any complaint filed with the Office of Civil Rights

School-Level 504 Coordinator

- Coordinates school efforts to comply with Section 504 regulations, including training of school staff
- Assures posting of Child Find Notice annually
- Establishes school Section 504 Team(s) and serves as chairperson of Team(s)
- Guides disability referral and evaluation and service delivery process
- Consults with District Section 504 Coordinator as needed
- Forwards copy of each Section 504 Accommodation Plan to District Section 504 Coordinator
- Accepts and reviews school Section 504 complaints, organizes and conducts investigations, and attempts to resolve any complaints/concerns

Certified/Classified School Staff

- Attends Section 504 training at the school level as needed
- Serves as Section 504 Team member when appropriate
- Implements Section 504 Plan(s) as appropriate