



504 Parent and Students' Rights

SECTION 504 OF THE REHABILITATION ACT OF 1973

NOTICE OF PARENT/GUARDIAN AND STUDENT RIGHTS AND PROCEDURAL SAFEGUARDS

This is a notice of your rights under Section 504 of the Rehabilitation Act (“Section 504”) with respect to actions regarding the identification, evaluation, or educational placement for students who, because of disability, need or are believed to need special instruction or related services under Section 504. (INSERT NAME OF DISTRICT) is obligated to inform you of decisions about your child and of your rights if you disagree with any of those decisions.

Under Section 504, you have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of her/his disabling condition.
2. Have the district advise you of your rights under federal law.
3. Receive notice with respect to Section 504 identification, evaluation, educational program, and/or placement of your child.
4. Have your child receive a free, appropriate public education. Federal Regulations define free appropriate public education as the provision of regular or special education and related aids and services that are designed to meet the needs of individuals with disabilities as adequately as the needs of individuals without disabilities are met. (34 CFR § 104.33(b)(1)). FAPE also includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to reasonable accommodations, modifications, and related aids and services necessary for your child to benefit from his or her educational program.
5. Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
6. Have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of the student, the assessment data, and any placement options.
7. To have your child re-evaluated periodically, to the extent necessary, including before any significant changes are made to your child's educational program or placement.
8. Have your child be given an equal opportunity to participate in non-academic and extracurricular school activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.

10. Obtain copies of educational records at a reasonable cost, unless the fee would effectively deny you access to the records.
11. Obtain a response from the district to reasonable requests for explanations and interpretations of your child's records.
12. 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 district refuses this request for amendment, it shall notify you within a reasonable time and advise you of your right to an impartial hearing.
13. Grievance procedures that incorporate appropriate due process standards and provide for the prompt and equitable resolution of complaints alleging any action prohibited by this part.
14. Request an impartial hearing regarding the Section 504 identification, evaluation or placement of your child.
15. Ask questions about how to request a hearing from the person responsible for the district's compliance with Section 504.
16. File a Complaint through the Office of Civil Rights

Online: You may file a complaint with OCR using OCR's electronic complaint form at the following website: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

By Mail or Fax: You may mail or send fax information to the following address or phone number: Office for Civil Rights, Seattle Office, 915 Second Avenue, Room 3310, Seattle, WA 98174. Phone: 206-607-1600. Fax: 206-607-1601. Email: OCR.Seattle@ed.gov

If you write your own letter, please include:

- The complainant's name, address, and, if possible (although not required), a telephone number where the complainant may be reached during business hours;
- Information about the person(s) or class of persons injured by the alleged discriminatory act(s) (names of the injured person(s) are not required);
- The name and location (city and state) of the institution that committed the alleged discriminatory act(s); and
- A description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination.

Email: You may email OCR's Discrimination Complaint Form or your own signed letter to ocr@ed.gov. If you write your own letter, please include the information identified above.

Adopted: September 18, 2013

Amended: March 25, 2025, March 3, 2026