

PROCEDURAL SAFEGUARDS FOR SECTION 504

Mecklenburg County Public Schools -- Department of Exceptional Programs

Please Keep This Explanation for Future Reference

In accordance with §504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA), Mecklenburg County Public Schools (MCPS) provides you with the following procedural safeguards in relation to your child:

1. You have the right to receive a copy of this notice upon the school division's identification, evaluation, educational placement, denial of educational placement of your child, and before any significant change in your child's placement.
2. You have the right to an opportunity to examine all relevant records for your child.
3. You have a right to an informal review of disagreements you may have with decisions regarding eligibility and/or accommodations for your student under Section 504. This informal review cannot be used for disagreements regarding discipline or manifestation determination decisions. The informal review process is voluntary and does not need to be exhausted before filing a grievance or requesting an impartial hearing. The informal review process is an additional informal dispute resolution process that may be used, but use of this process does not lengthen any expressed timelines for filing a grievance or requesting an impartial hearing.
4. You have the right to file a grievance with the school division over an alleged violation of the Section 504 or ADA regulations.
5. You have the right to an impartial hearing, with participation by you and representation by your counsel, for disputes concerning the identification, evaluation, or educational placement of your child.
6. You have the right to a review of an impartial hearing officer's final decision if you disagree with that decision.
7. If you need assistance in requesting an informal review, impartial hearing, and/or an appeal please contact the Division Level Section 504 Coordinator. See contact information below:

The Compliance Officer for MCPS is the Director of Exceptional Programs and the Alternate Compliance Officer is the Assistant Superintendent of Instruction. Both Compliance Officer may be contacted at the following telephone number: 434-738-6111. Please contact the Compliance Officer regarding any questions related to Section 504 or the ADA. You may obtain a copy of MCPS's Guideline for Compliance with Section 504 Requirements by contacting the Compliance Officer at the above telephone number. Please note that all grievances and requests for informal reviews, impartial hearings, and reviews must be in writing and submitted to the Compliance Officer at the following address:

MCPS Compliance Officer
Mecklenburg County Public Schools
P.O. Box 190
Boydton, Va 23917

The MCPS Policy Manual can be found on the school's web page at <http://www.mcpsweb.org/mcps-policies>