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Under Section 504 of the Rehabilitation Act of 1973, the parent/guardian/surrogate/adult student is provided a process to follow in resolving disagreements related to the identification, evaluation, or provision of services.

Although the parent/guardian/surrogate/adult student may file, at any time, for due process at the state or federal level, it is recommended that the parent/guardian/surrogate/adult student attempt to resolve concerns by utilizing the methods below:

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In an effort to resolve the concern, the parent contacts the Principal to schedule a Section 504 Team Resolution meeting. The Team shall consist of the Principal/AP, Section 504 Designee, at least one of the student's core academic teachers, the parent/guardian/surrogate and the student, as appropriate.

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The parent/guardian/surrogate/adult student or school staff may submit a _____ form to the District Section 504 Administrator within 30 calendar days of the school-based Section 504 Team meeting. The request form is available at the student's school or by contacting the District Section 504 Administrator.

District Section 504 Administrator
Exceptional Education and Student Services Department
4037 Boulevard Center Drive
Jacksonville, FL 32207
904.348.7800

A meeting must be held within 15 calendar days of the parent/guardian/surrogate/adult student or school staff contacting the District 504 Administrator. If agreement is reached at the meeting, a written _____ document will be signed by both parties.

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The parent/guardian/surrogate/adult student may submit a written request to the District Section 504 Administrator, to arrange a hearing before an administrative law judge (ALJ) from the State of Florida Division of Administrative Hearings (DOAH) to resolve the grievance.

The request shall include:

- a. Specific information concerning the alleged denial of appropriate educational services;
- b. Proposed remedies of the alleged denial of appropriate educational services;
- c. Any other information that may assist in understanding the alleged denial of appropriate educational services

The _____ form is available at the school or by contacting the District Section 504 Administrator.