

*Acalanes Union High School District*

Acalanes High School  
1200 Pleasant Hill Rd  
Lafayette, CA 94549

Campolindo High School  
300 Moraga Road  
Moraga, CA 94556

Las Lomas High School  
1460 South Main Street  
Walnut Creek, CA 94596

Miramonte High School  
750 Moraga Way  
Orinda, CA 94563

Acalanes Center for  
Independent Study  
1963 Tice Valley Blvd., 100  
Walnut Creek, CA 94595

**When Issues Arise**

If you believe your child has a disability and requires accommodations in general education classes to allow access to the curriculum in the same manner as students without disabilities, please schedule a conference with your child's School Counselor to discuss eligibility for a 504 Plan. If you need further assistance or if you wish to review AUHSD's Board Policies on Section 504, you may contact:

**AUHSD 504 Coordinator:**

- (925) 280 – 3910.

For further assistance regarding Section 504, you may contact:

**Alternative Dispute Resolution Coordinator, Contra Costa County SELPA** (This office mediates disputes between parents and districts):

- (925) 827 – 0949 (Extension 13)

**U.S. Department of Education, Office of Civil Rights:**

- (415) 486-5555
- Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)

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**Acalanes Union High School  
District**



**A Brief Guide to Section  
504**

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**504 Coordinator  
Karen Heilbronner  
(925) 280-3910**

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## 504 Information Guide

### Referral

Your son or daughter has been referred for an accommodation plan under Section 504 of the Rehabilitation Act of 1973. The process for evaluating a student for Section 504 eligibility is guided by the law. The collection of thorough and proper documentation takes time, and the referral process and procedures are intended to ensure that parent and student rights are protected. Our goal and legal obligation, if a student is eligible for a 504 Plan, is to provide a free and appropriate public education.

You and the staff are partners in the journey, and the following information is for your reference to help you be informed and be an active participant.

### Evaluation under Section 504 is different than Special Education.

Special Education assessment requires testing to determine if the student has a disability under one or more of the 14 qualifying categories. A Section 504 evaluation does not require the same assessments. A Section 504 evaluation may include the following: parent concerns, student history, file review, Student Review Team (SRT) documentation, student observations and response to general education interventions, teacher comments/concerns, independent assessments, standardized tests, grades, and courses of study.

### Referral and Process

Any individual may refer a student for Section 504; however, eligibility is not automatic. When a request is made by parent, teacher, the student or another individual, the very first step in the process is for the School Counselor to invite parents, the student, and teachers to a 504 Meeting to discuss and determine if the student meets the two prongs of eligibility for a 504 Plan.

The student must have a disability that affects a major life activity—such as learning. Secondly, the disability must substantially limit the student's ability to access the programs at