

**MILLER SCHOOL DISTRICT**

**FEDERAL PROGRAMS**

**COMPLIANCE AND**

**NONDISCRIMINATION**

**MANUAL**

## **Section 504 Procedural Safeguards**

This document summarizes the procedural protections and rights you have as the parent of student who may qualify for accommodations or services under Section 504 of the Rehabilitation Act of 1973 (Section 504).

**INTRODUCTION.** Section 504, along with the Americans with Disabilities Act of 1990, requires that the school district may not discriminate against students with disabilities. Accordingly, the district has adopted policies and procedures to ensure that discrimination does not take place. In the rest of this document, we will refer to these laws as –Section 504/ADA.

**IDEA ELIGIBILITY.** Many students who meet the definition of an individual with a disability under Section 504/ADA also qualify for services under the Individuals with Disabilities Education Act (IDEA). This document does not address the District's obligations under IDEA. IDEA procedural safeguards may be obtained from Special Education Director, Miller School District, PO Box 257, Miller SD 57362, Phone (605)853-2614. This document addresses only the rights of parents of students who satisfy the definition of an individual with a disability under Section 504/ADA but do not qualify under IDEA.

**STUDENT WITH A DISABILITY:** A student with a disability has the right to take part in, and receive benefits from, public education programs without discrimination because of his/her disability. A student with a disability has the right to receive services and be educated in facilities that are comparable to those provided to nondisabled students. A student with a disability has an equal opportunity to participate in non-academic and extracurricular activities offered by the District.

**FREE APPROPRIATE EDUCATION.** If it is determined that your child meets the definition of an individual with a disability under

Section 504/ADA, then your child will be entitled to a free and appropriate public education (FAPE), if the student's mental or physical impairment substantially limits one or more major life activities. FAPE is the provision of educational and related services without cost to the disabled person or to his or her parents or guardian. except for those fees that are imposed on nondisabled persons or their parents and guardians. This means that your child 's education will be designed to meet his/her individual educational needs as adequately as the needs of nondisabled students are met. However, insurance companies and other third parties that are obligated to provide or pay for services to your child are still obligated to do so.

NOTICE. You have the right to be notified by the district prior to any action that would identify your child as having a disability, evaluate your child for services under Section 504/ ADA, or place your child in a program based on a disability.

EVALUATION. A student with a disability has the right to have evaluation. Education and placement decisions made based on a variant of information sources. and by persons who know the student and are knowledgeable about the evaluation data and placement options. Prior to conducting an evaluation of your child for purposes of services under Section 504/ADA, the district will seek your informed written consent. You may request an evaluation by contacting the District's Section 504 coordinator. An evaluation will not be conducted unless you give consent. However, school officials may review existing records, test scores, grades, teacher reports, and recommendations and other such information without your consent to the same extent they would do so for nondisabled students.

If an evaluation is conducted, the school will make sure that

- \* All testing and other evaluation procedures are validated for the specific purpose for which they are used;
- \* They are administered by trained personnel in conformity with the instructions provided by the producer;

\*They include tests and other evaluation materials designed to assess specific areas of educational need and not merely those designed to elicit a general IQ score; and

\* Tests are selected and administered to best ensure that they accurately measure what the test seeks to measure, rather than any sensory, speaking, or manual impairments the student may have (except when the test is designed to measure sensory, speaking, or manual skills).

An evaluation that satisfies these requirements will be conducted prior to your child's initial placement and conducted or reviewed prior to any subsequent significant change in placement. If your child is identified as an individual with a disability under Section 504/ADA the school will periodically reevaluate your child as appropriate.

**PLACEMENT.** If your child is identified as an individual with a disability under Section 504/ADA, placement decisions about your child will be made by the school's 504 Team, which will include at least three professional staff members who, collectively, are knowledgeable about your child, the meaning of the evaluation data, and the placement options. You will be invited to participate in any meeting of the 504 Team if your child's placement and/or services are to be discussed. The 504 Team will also ensure that your child is placed in the least restrictive environment.

**LEAST RESTRICTIVE ENVIRONMENT.** If your child is identified as an individual with a disability under Section 504/ADA, your child will be placed and served in the least restrictive environment. This means that your child will be served with nondisabled students in the regular education environment to the maximum extent appropriate. Prior to removing your child from the regular education environment due to his/her disability, the school will consider the use of supplementary aids and services. Your child will be removed from the regular education environment only if he/she cannot be served satisfactorily in that environment, even when supplementary aids and services are provided. If it becomes necessary to serve your child in an alternate setting due to disability, the school will take into account the proximity of the alternate setting to your home.

**EXAMINATION OF RECORDS.** You have the right to see and examine any educational records that pertain to your child or are relevant in serving your child.

**HEARINGS.** If you disagree with a decision of the 504 Team regarding the identification, evaluation, or educational placement of your child you have the right to an impartial hearing. You have the right to participate in such a hearing and to be represented by a person of your choice, including an attorney.

If you wish to request a hearing, you must make a written request for a hearing within 30 calendar days from the time you receive the written notice of the decision of the 504 Team with which you disagree. Your request for a hearing must be filed with the district's Section 504 Coordinator.

Upon receipt of a timely request for a hearing, the district will notify you of the date, time, and location of the hearing. If you disagree with the decision of the hearing officer, you have the right to a review of that decision by a court a competent jurisdiction.

**OTHER COMPLAINTS.** You also have the right to file a complaint with the district's Section 504 Coordinator pertaining to harassment, retaliation or discrimination against your child in ways that do not involve your child's identification, evaluation, or educational placement.

**SECTION 504 COORDINATOR:** The District's Section 504 Coordinator may be reached at:

Miller School District

PO Box 257

Miller, SD 57362

Telephone Number: (605) 853-2614

E-mail: dan.trefz@k12.sd.us

**OFFICE: FOR CIVIL RIGHTS.** You also have the right to file a complaint with the United States Office for Civil Rights by: Telephone: (816) 268-0550; Facsimile:(816)268-0599; Telecommunication Device for the Deaf: (877) 521.2172 or E-mail:OCR. Kansas City@ed.gov.

## I. Anti-discrimination Laws

Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S. C. § 794, and Title II of the Americans with Disabilities Act of 1990 (Title II), 42 U.S. C. § 12131, are federal laws that prohibit discrimination against individuals with a disability. Section 504 states that "no otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Title II was modeled after Section 504 and also states that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.<sup>2</sup> The Miller School District must comply with these anti-discrimination laws.

The federal regulations implementing these laws list specific discriminatory conduct that is prohibited by the District, when providing any aid, benefit, or service (either directly or through contractual, licensing, or other arrangements), including, but not limited to:

- (1) Denying a qualified individual with a disability the opportunity to participate in or benefit from the aid, benefit, or service of the District;
- (2) Affording a qualified individual with a disability an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded others;
- (3) Providing a qualified individual with a disability an aid, benefit, or service that is not as effective as that provided to others;
- (4) Providing different or separate aids, benefits, or services to individuals with disabilities or to any class of individuals with disabilities, unless such action is necessary to provide qualified individuals with disabilities with aids, benefits or services that are as effective as those provided to others;
- (5) Aiding or perpetuating discrimination against a qualified individual with a disability by providing significant assistance to an agency, organization, or person that discriminates on the basis of disability in providing any aid, benefit, or service to beneficiaries of the District's program or activity;

<sup>1</sup>29 U.S.C. § 794.

242 U.S.C. § 12132

(6) Denying a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards;

(7) Utilizing criteria or methods of administration that have the effect of subjecting qualified individuals with disabilities to discrimination on the basis of disability, or that have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of the District's program or activity with respect to individuals with disabilities;

(8) Imposing or applying eligibility criteria that screen out or tend to screen out an individual with a disability or any class of individuals with disabilities from fully and equally enjoying any service, program, or activity, unless such criteria can be shown to be necessary for the provision of the service, program, or activity being offered;

(9) Excluding or otherwise denying equal services, program, or activities to an individual or entity because of the known disability of an individual with whom the individual or entity is known to have a relationship or association; or

(10) Otherwise limiting a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving the aid, benefit, or service.<sup>3</sup>

Aids, benefits, and services provided by the District are not required to produce the identical result or level of achievement for individuals with disabilities and individuals without disabilities in order to be equally effective. Rather, the District must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefits, or to reach the same level of achievement, in the most integrated setting appropriate to the individual's needs.

The Title II regulation further requires the District to "make reasonable modification in policies, practices, or procedures when the modification are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program or activity."<sup>4</sup> With respect to services, aids, accommodations, or modifications to enable a qualified student with a disability to receive a free, appropriate public education (FAPE), see section IV, below.

Section 504 and Title II apply to preschool, elementary, secondary, and adult education programs and activities. The anti-discrimination provisions of Section 504 and Title II also apply to employment at the District. The District will make all decisions concerning employment in a manner which ensures that discrimination on the basis of disability does

<sup>3</sup> 28 C.F.R. § 35.130(b)(1)(Q), (ii) and (vii) (Title II) and 34 C.F.R. § 104.4(b)(1)(i), (ii) and (vii) (Section 504).

<sup>4</sup> 28 C.F.R. § 35.130(b)(7).

not occur and the District will not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. The requirements of Title I of the Americans with Disabilities Act apply to employment in any service, program, or activity conducted by the District.

## **II. Designated Compliance Coordinator**

The District's Section 504/Title II Compliance Coordinator (Amy Johnson and Steve Schumacher) at the Miller School may be contacted for additional information about the Section 504 and Title II laws

and regulations, if you have any questions about these Section 504/Title II procedures, or if you have any compliance concerns or complaints. In addition, interested individuals, including individuals with impaired vision or hearing, may contact the Coordinator for information about the existence and location of services, activities, and facilities at the District that are accessible to and usable by individuals with disabilities.

## **III. Individual with a Disability**

A person with a disability means any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. The definition of disability shall be construed in favor of broad coverage of individuals.

The term "physical or mental impairment" means (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genitor-urinary; hemic and lymphatic; skin; and endocrine; or (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Physical or mental impairments include, but are not limited to, such contagious and noncontagious

diseases and conditions as orthopedic, visual, speech, and hearing impairments,

cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The term "major life activities" includes, but is not limited to, functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions ..

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. Also, an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as:

- (1) medication, medical supplies, equipment, or appliances, low-vision devices (which do

not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;

(2) use of assistive technology;

(3) reasonable accommodations or auxiliary aids or services; or

(4) learned behavioral or adaptive neurological modifications.

The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

The term "individual with a disability" does not include an individual who is currently engaging in the illegal use of drugs, when the District acts on the basis of such use (unless the individual is no longer engaging in drug use and the individual's circumstances fall within one of the exceptions in Section 504 or Title II, such as successful completion of a supervised drug rehabilitation program, participation in a supervised rehabilitation program, successful rehabilitation in another manner, or the individual is erroneously regarded as engaging in the illegal use of drugs). Current illegal use of drugs means illegal use of controlled substances that occurred recently enough to justify a reasonable belief that a person's drug use is current or that continuing use is a real and ongoing problem. Alcohol is not a controlled substance, but alcoholism may be a disability.

In the educational context, a "qualified person with a disability" is a person with a disability who is (1) of an age during which persons without disabilities are provided such services, (2) of an age during which it is mandatory under state law to provide such services to persons with disabilities, or (3) a person for whom a state is required to provide a free appropriate public education under Individuals with Disabilities Education Act (IDEA).

#### **IV. Free Appropriate Public Education (FAPE)**

Section 504 contains additional requirements to ensure students who are qualified students with disabilities receive a free appropriate public education (FAPE) in an elementary or secondary education program. An appropriate education, or FAPE, is defined as the provision of regular or special education and related aids and services that (1) are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities and (2) are based on the educational setting, evaluation, placement, and procedural safeguards procedures set forth in the Section 504 regulation. These procedures will be addressed in more detail, below. The District must provide FAPE to each qualified student with a disability who is in the District's jurisdiction, regardless of the nature or severity of the student's disability. Special education and related services may be provided in classrooms, at home, or in a private or public educational institution.

Related aids and services are a variety of supportive, developmental, or corrective services provided to students with disabilities to receive FAPE. Depending on the student's individual needs, these related aids and services may include, but are not limited to, transportation, speech-language and audiology services, interpreting services, psychological services, physical and occupational therapy, assistive technology, recreation services, counseling services, medical services for diagnostic or evaluation purposes, school health services, school nurse services, social work services in schools, orientation and mobility services, and parent counseling and training. A student with a disability may receive related

aids and services under Section 504 and Title II even if that student does not need special education.

Free education is the provision of educational and related aids and services without cost to the student with a disability or to his or her parents or guardian, except for those fees that are imposed on students without disabilities or their parents or guardian. If the District places or refers a student with a disability for aids, benefits, or services not operated by the District in order to provide the student with FAPE, the District will ensure that adequate transportation to and from the aids, benefits, or services is provided at no greater cost than would be incurred by the student or parents/ guardian if operated by the District. If a public or private residential placement is necessary to provide FAPE to a student with a disability because of his or her disability, the placement, including non-medical care and room and board, shall be provided at no cost to the student with a disability or his or her parents or guardian.

The Title II regulation does not set lesser standards than those under Section 504. Therefore, the Title II law and regulation requires the District to provide FAPE to students with disabilities to the same extent as is required under the Section 504 law and regulation.

#### **A. Child Find**

The District will annually undertake to identify and locate every qualified child with a disability residing in the District's jurisdiction who is not receiving a public education and take appropriate steps to notify children with disabilities and their parents or guardians of the District's duties under Section 504 and Title II (child find obligations). The District has an affirmative duty to identify students who are suspected of having disabilities and who need or may need special education or related services. This duty exists even if a student with a disability is advancing from grade to grade or is highly mobile. A parent or guardian is not required to request that the District identify and evaluate his or her child, and a parent's or guardian's failure to make a request for identification or evaluation does not relieve the District of its child find obligations.

If a District employee believes a student, because of a disability, needs or may need special education or related services, that employee will promptly notify the District's Section 504/Title II Coordinator [or building principal or designated building-level Section 504/Title II staff member/ compliance coordinator] and refer the student for evaluation. The District must evaluate a student if the District believes the student needs or may need special education or related services. If a parent or guardian refuses to provide consent for an initial evaluation, the District may, but is not required to, pursue the initial evaluation by filing a Section 504/Title II impartial hearing. If the District does not believe the student needs or may need special education or related services, and decides not to evaluate the student, the District must promptly notify the parents or guardian in writing of their decision and provide a copy of their procedural safeguards, including their right to an impartial hearing to challenge the District's decision.

#### **B. Evaluation and Placement**

The District will notify the parents or guardian in writing of any referral for an evaluation and will promptly seek the parents' or guardian's written consent prior to conducting the evaluation. The District will schedule as soon as possible, and within a reasonable period of time, a pre-evaluation meeting with the Section 504 and Title II multi-disciplinary team at a mutually convenient date and time to discuss and determine the areas of evaluation and to seek written consent from the parents or guardian, if consent has not been previously

provided.

The District will conduct an evaluation of any student who, because of a disability, needs or is believed to need special education or related services before taking any action with respect to the initial placement of the student and any subsequent significant change in placement. A student will be individually evaluated before classifying the student as having a disability or providing the student with special education or related services under Section 504 or Title II. With respect to the evaluation process, the District will ensure that:

- (1) Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer;
- (2) Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient; and
- (3) Tests are selected and administered so as best to ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).

In addition, when interpreting evaluation data and making placement decisions, the District will:

- (1) draw upon information from a variety of sources, which may include, but is not limited to, aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, adaptive behavior, medical diagnosis(es), and information, assessments, evaluations, or observations from teachers, other District staff, parents or guardians, nurses, psychologists, service providers, physicians, and specialists, etc. Any information obtained through general education interventions and strategies [such as a response-to-intervention (RTI) process, student intervention process (SIP), multi-tier system of supports (MTSS), or a similar process], may be considered as a component of the evaluation, if appropriate, but these general education processes will not delay or deny the Section 504/Title II evaluation process;
- (2) establish procedures to ensure that information obtained from a variety of sources is documented and carefully considered;
- (3) ensure that the placement decision is made by a group of persons, including persons knowledgeable about the child, the meaning of the evaluation data, and the placement options (the Section 504/Title II multi-disciplinary team, also referred to as the multi-disciplinary team). Parents or a guardian are required members of the 504/Title II multidisciplinary team if they are knowledgeable about the student. The student also is a member of the multi-disciplinary team and may attend multi-disciplinary team meetings, if appropriate, based on the student's age and individual needs;

(4) ensure that the placement decision is in the regular educational environment unless it is demonstrated by the recipient that the education of the student in the regular educational environment with the use of supplementary aids and services cannot be achieved satisfactorily (see educational setting, below);

(5) ensure that the Section 504/Title II multi-disciplinary team considers whether students with disabilities need related services, accommodations, modifications, or supplementary aids and services in nonacademic and extracurricular programs offered or significantly assisted by the District, including any after-school programs at the District, if applicable; and

(6) ensure that the evaluation is conducted in a timely manner, and the eligibility and any placement decision are made in a timely manner. The district will complete the student's initial evaluation within a reasonable period of time, 25 school days.

In evaluating a student suspected of having a disability, it is unacceptable to rely on presumptions and stereotypes regarding persons with disabilities or classes of persons with disabilities.

### C. Meeting to Determine Eligibility

The District will schedule an eligibility meeting with the Section 504/Title II multidisciplinary team at a mutually convenient date and time to review evaluation information and determine eligibility under Section 504 and Title II. The District will provide written notice of the meeting to the parents or guardian with a reasonable amount of advance notice prior to the meeting.

The multi-disciplinary team will carefully consider and discuss all sources of evaluation information and provide an opportunity for an individual knowledgeable about the meaning of the evaluation data to present that data to the multi-disciplinary team and to answer any questions by team members. After the evaluation information have been discussed, the multi-disciplinary team will review and discuss the following issues to determine whether the student is eligible under Section 504 and Title II, and if so, appropriate placement options:

#### 1. Is the student a qualified individual with a disability?

Does the student have a physical or mental impairment which substantially limits one or more major life activities? The determination of whether a student has a physical or mental impairment that substantially limits a major life activity must be made by the multidisciplinary team on the basis of an individual inquiry. In addition, the definition of disability shall be construed broadly and the determination of whether a student has a disability should not demand extensive analysis. The multi-disciplinary team will consider the following information to determine whether the student is an individual with a disability and ensure that this information is reflected in the forms utilized by the multi-disciplinary team:

##### (a) Physical or Mental Impairment:

Does the student have a physical or mental impairment? The term "physical or mental impairment" includes, but is not limited to:

- i. any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genitor-urinary; hemic and lymphatic; skin; and endocrine; or
- ii. any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. Physical or mental impairments include, but are not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

This is not an exhaustive list of physical or mental impairments. The multi-disciplinary team will review all evaluation information and data pertaining to any possible physical or mental impairment and provide a complete description of any physical or mental impairment, or provide an explanation of why the team did not find a physical or mental impairment ;

(b) Substantial Limitation of Major Life Activities

If the student has a physical or mental impairment, does the impairment(s) substantially limit any, major life activities? The term "major life activities" includes, but is not limited to, functions such as :

- Caring for one's self .
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Speaking
- Breathing
- Learning
- Working
- Eating
- Sleeping
- Standing
- Lifting
- Bending
- Reading
- Concentrating
- Thinking
- Communicating

A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. This list of major life activities, including major bodily functions, is not an exhaustive list; an activity or function may be a major life activity even though it is not specifically listed, above.

*One or more major life activities:* An impairment that substantially limits one major life activity

need not limit other major life activities in order to be considered a disability. The multidisciplinary team will consider all of the major life activities and not limit the evaluation or analysis to any major life activities that the team believes pertains only to learning or education.

*Episodic or in remission:* An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

*Temporary impairment:* A temporary impairment does not constitute a disability for purposes of Section 504 and Title II unless its severity is such that it results in a substantial limitation of one or more major life activities for an extended period of time. The issue of whether a temporary impairment is substantial enough to be a disability must be resolved on a case-by-case basis, taking into consideration both the duration or expected duration of the impairment and the extent to which it actually limits a major life activity of the student. A transitory impairment is defined as an impairment with an actual or expected duration of 6 months or less for determining whether a individual is "regarded" as an individual with a disability.

*Substantial limitation:* The determination of substantial limitation must be made by the multidisciplinary team on a case-by-case basis with respect to each individual student.

#### (c) Mitigating Measures

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, including but not limited to:

- i. medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;
- ii. use of assistive technology;
- iii. reasonable accommodations or auxiliary aids or services; or
- iv. learned behavioral or adaptive neurological modifications.

*Ordinary eyeglasses and contact lenses exception:* The ameliorative effects of ordinary eyeglasses or contact lenses can be considered in determining whether an impairment substantially limits a major life activity. However, ordinary eyeglasses and contact lenses are the only mitigating measures that can be considered by the multi-disciplinary team in determining whether a student's impairment substantially limits a major life activity. Ordinary eyeglasses or contact lenses are lenses that are intended to fully correct visual acuity or eliminate refractive error, whereas low-vision are devices that magnify, enhance, or otherwise augment a visual image.

The multi-disciplinary team will review all evaluation information and data pertaining to any limitations of major life activities and provide a complete description of any major life activities that are substantially limited by the student's physical or mental impairment(s). If the multi-disciplinary team determines that a student's physical or mental impairment(s) does not substantially limit a major life activity, the team will provide a full explanation of their determination. If the parent or guardian disagrees with this determination, the parent or guardian may request an impartial hearing.

## 2. FAPE Placement Analysis:

If the multi-disciplinary team determines that the student is a qualified individual with a disability, the team will determine whether the student needs regular or special education and related aids and services including any accommodations and modifications that are designed to meet the individual educational needs of the student with a disability as adequately as the needs of students without disabilities. The multi-disciplinary team will review all evaluation information and data pertaining to the student's individual needs, present levels of functioning, and other relevant areas to determine whether the student needs regular or special education and related aids and services, including accommodations and modifications, and if so, the multi-disciplinary team will prepare a Section 504/Title II Plan (see section below).

The multi-disciplinary team should not assume that a student's academic success means that the student is not substantially limited in a major life activity. Grades alone are an insufficient basis upon which to determine whether a student has a disability. In addition, grades may not be the determinative factor in deciding whether a student with a disability needs special education or related aids or services. Grades are just one consideration and do not provide information on how much effort or how many outside resources are required for the student to achieve those grades.

### **D. Section 504/Title II Plan**

After an evaluation is completed and a student with a disability is determined eligible under Section 504 and Title II by the multi-disciplinary team, the team will prepare a written 504/Title II Plan (504 Plan or Plan) describing how the District will provide FAPE for that student immediately following the multi-disciplinary team's eligibility determination or within a reasonable period of time. The Plan will identify the regular or special education services and related aids and services (including any specific accommodations and modifications) needed to provide FAPE in the least restrictive environment based on the student's individual needs, as well as the location, frequency, and duration of these educational services and related aids and services. In addition, the team will consider the student's needs in non-academic and extracurricular activities, and specify any services, aids, and accommodations in those activities in the Plan.

The Plan will be dated and will contain the name and signature of each multi-disciplinary team member who participated in the meeting to determine placement and develop the Plan. The District will provide a copy of the Plan to all District staff who teach the student or are directly involved with the student, and provide instruction to staff, as necessary, to implement the regular or special education services and related aids and services (including any specific accommodations and modifications) required in the Plan. The District will review each Plan on an annual basis.

The District does not have to develop 504 Plan for a student who has a "record" of a disability, or who is "regarded as disabled," if that student does not actually have a physical or mental impairment that substantially limits a major life activity. However, a student who has a record of a disability or who is regarded as disabled may be protected under the non-FAPE provisions of Section 504 and Title II addressing anti-discrimination.

If a student with a disability transfers to the District with a 504 Plan, the multi-disciplinary team will review the plan and supporting documentation. If the multi-disciplinary team determines that the Plan is inappropriate, the multi-disciplinary team will evaluate the

student and determine an appropriate placement for the student based on the procedures set forth in section IV. See the U.S. Department of Education's OCR *Dear Colleague Letter* dated January 19, 2012, and attached Q&A on the ADA Amendments Act.

forth in section IV.

#### E. Educational Setting (Least Restrictive Environment)

The District will educate, or will provide for the education of, each qualified student with a disability with students without disabilities to the maximum extent appropriate to the needs of the student with a disability. The District will place a student with a disability in the regular educational environment unless it is demonstrated by the District that the education of the student in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. The District will ensure that comparable facilities are provided to students with disabilities, including comparable services and activities.

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#### F. Reevaluation

Students who have been provided special education and related services under Section 504/Title II will be periodically reevaluated at least once every 3 years (unless the parents or guardian and the District agree that reevaluation is unnecessary) utilizing the same evaluation and placement procedures set forth in section IV.B, above. The District or the parents or guardian may request a reevaluation before the end of three years, but a reevaluation will not occur more than once a year (unless warranted). Reevaluations will be completed within a reasonable period of time.

In addition, the District must conduct a reevaluation before any significant change in placement. For example, the termination or significant reduction of educational or related services is a significant change of placement that would require a reevaluation prior to terminating or significantly reducing those services.

*Disciplinary removal or exclusion:* The disciplinary removal or exclusion of a student with a disability from school, such as an expulsion or suspension, is a significant change in placement if the removal or exclusion is (1) for more than ten consecutive school days, or, (2) a series of removals or exclusions that are each ten days or less during the same school year that constitute a pattern of exclusion. In-school suspensions for more than ten consecutive school days or that constitute a pattern of exclusion may be a significant change of placement if the student does not receive educational services required under Section 504 and Title II.

*Notice:* The District will notify the parents or guardian of the District's proposed decision to make a disciplinary removal that constitutes a significant change of placement on the date the District makes that decision. The District also will provide the parents or guardian with the proposed date and time for the manifestation determination meeting, and a copy of the Section 504/ Title II procedural safeguards notice.

*Manifestation determination:* Prior to any disciplinary removal or exclusion of a student for more than ten consecutive school days, or for a series of removals that create a pattern of exclusion during the same school year, the multi-disciplinary team will meet to determine whether the student's conduct is a manifestation of the student's disability(ies). The multi-disciplinary team will review all relevant and recent information in the student's file, including, but not limited to, the student's 504 Plan, any teacher observations, psychological evaluation data related to the student's current behavior, and any relevant

information provided by the parents or guardian, during the manifestation determination meeting to determine if the student's conduct in question is a manifestation of the student's disability(ies).

*Pattern of exclusion:* The determination of whether a series of removals create a pattern of exclusion that constitutes a significant change in placement must be made on a case-by-case basis, including, but not limited to, the following factors:

- i. The series of removals total more than ten schooldays in the same school year;
- ii. The student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and
- iii. Additional factors, such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another.

*Conduct found to be a manifestation of the student's disability:* If the multi-disciplinary team determines that the student's conduct was a manifestation of the student's disability(ies), or the student's conduct was due to an inappropriate placement, then the multi-disciplinary team must determine what, if any, modifications to the student's educational placement are necessary and the student may not be disciplined.

*Conduct found not to be a manifestation of the student's disability:* If the multi-disciplinary team determines that the student's conduct is not a manifestation of the student's disability, the student may be disciplined in the same manner and for the same duration as students without disabilities. If the parents or guardian disagree with the manifestation determination, the parents or guardian may file an impartial hearing complaint.

*Illegal Drugs and alcohol offenses:* The District may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student who is an individual with a disability and who currently is engaging in the illegal use of drugs or in the use of alcohol to the same extent that such disciplinary action is taken against students who are not individuals with disabilities. In addition, the Section 504/Title II system of procedural safeguards (or due process procedures) will not apply to disciplinary actions pertaining to the use or possession of illegal drugs or alcohol.

### **G. Procedural Safeguards**

The District will implement a system of procedural safeguards with respect to actions regarding the identification, evaluation, or educational placement of students who, because of a disability, need or are believed to need special instruction or related services. These procedural safeguards will include, but are not limited to:

- (1) notice of procedural safeguards;
- (2) an opportunity for the parents or guardian to examine relevant records;
- (3) an impartial hearing with an opportunity for participation by the parents or guardian of the student and representation by counsel. The parents or guardian may contact the Section 504/Title II Coordinator in writing to request an impartial hearing; and

(4) a review procedure (appeal procedure of the impartial hearing decision).

The District will provide a copy of the *Section 504/Title II Notice of Procedural Safeguards* to parents or guardian once a year at the student's annual review meeting and when:

(1) the District refers a student for an evaluation;

(2) a parent or guardian requests a Section 504/Title II evaluation or reevaluation;

(3) a parent or guardian requests a copy of the District's *Section 504/ Title II Notice of Procedural Safeguards*;

(4) the District receives a complaint from the parent or guardian regarding compliance with the identification, evaluation, or educational placement requirements of Section 504 or Title II; and

(5) The District decides to make a removal that constitutes a significant change of placement of a student with a disability because of a: violation of a code of student conduct.

#### H. Non-academic and Extracurricular Services and Activities

Students with disabilities shall participate with students without disabilities in nonacademic and extracurricular services and activities to the maximum extent appropriate to the needs of the student with a disability, and the District shall ensure that nonacademic and extracurricular services and activities are provided in a manner to afford students with disabilities an equal opportunity for participation. Nonacademic and extracurricular services and activities include, but are not limited to, meals, recess periods, counseling services, physical recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, referrals to agencies which provide assistance to students with disabilities, and employment of students.

#### V. Effective Communication

The Title II regulation requires that the District take appropriate steps to ensure that communications with applicants, participants; members of the public, and companions with disabilities are as effective as communications with others. The District will furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.

The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the method of communication used by the individual; the nature, length, and complexity of the communication involved; and the context in which the communication is taking place. In determining what types of auxiliary aids and services are necessary, the District will give primary consideration to the requests of the individual with a disability. In order to be effective, auxiliary aids and services must be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability.

If the District communicates by telephone with applicants and beneficiaries, text telephones

(TTY's) or equally effective telecommunication systems will be used to communicate with individuals who are deaf or hard of hearing or have speech impairments.<sup>7</sup> The District also will ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and

<sup>6</sup> 28 C.F.R. § 35.160(a) (as amended).

<sup>7</sup> 28 C.F.R. § 35.161 (as amended)

facilities: <sup>8</sup>

The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. If the District believes that a proposed action would fundamentally alter a service, program, or activity, or would result in undue financial and administrative burdens, the District has the burden of proving that compliance would result in fundamental alteration or undue burden, and the decision must be made by the head of the District or his/her designee after considering all resources available for use in the funding and operation of the service, program, or activity. The decision must be accompanied by a written statement of supporting reasons. If the District proves that a proposed action will result in fundamental alteration or undue burden, the public entity must take "any other action that would not result in such an alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the benefits or services provided by the public entity." <sup>9</sup>

## VI. Accessibility

Section 504 and Tide II provide that no qualified person with a disability shall, because a recipient's facilities are inaccessible to or unusable by disabled person, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity. The Section 504 and Tide II regulations contain two standards for determining whether an educational institution's programs, activities, and services are accessible to individuals with disabilities. One standard applies to existing facilities and the other covers new construction and alterations. The applicable standard depends upon the date of construction and/ or alteration of the facility.

For existing facilities, the Section 504 and Tide II regulations require an educational institution to operate each service, program, or activity so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities.<sup>10</sup> This standard does not necessarily require the educational institution to make each existing facility or every part of an existing facility accessible if alternative methods are effective in providing overall access to the service, program, or activity.

Alternative methods may include redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of health, welfare, or other social services at alternate accessible sites, alterations of existing facilities and construction of new facilities, or any other methods that result in making the District's program or activity accessible to individuals with disabilities. The District will give priority to those methods that serve individuals with disabilities in the most integrated setting appropriate.

With respect to newly constructed facilities, each facility must be readily accessible to and usable by individuals with disabilities. Alterations that affect usability must be readily accessible to and usable by disabled persons to the maximum extent feasible. If the start date for construction is on or after March 15, 2012, all newly constructed or altered District

facilities must comply with the 2010 ADA Standards for Accessible Design (2010 Standards)<sup>11</sup>. Before that date, the 1991 ADA Standards for Accessible Design (without the elevator exemption), the Uniform Federal Accessibility Standards (UFAS), or the 2010 Standards may be used for projects when the start of construction commences on or after September 15, 2010 (but before March 15, 2012). If the start of construction commences before September 15, 2010, the 1991 ADA Standards for Accessible Design or UFAS may be used.

<sup>s</sup> 28 C.F.R. § 35.163

<sup>9</sup> 28 C.F.R. § 35.164

## **VII. Anti-retaliation**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

<sup>10</sup> 34 C.P.R. § 104.22(a) and 28 C.P.R. § 35.150(a)

<sup>11</sup> The 2010 Standards are comprised of the 2004 Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) standards (appendices B & D to 36 C.P.R. § 1191) and the amended Title II regulation at 28 C.P.R. § 35.151. The 2010 Standards may be accessed at <http://www.ada.gov/2010ADAstandards/index.htm>.

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**Protecting Students With Disabilities**

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**Frequently Asked Questions About  
Section 504 and the Education of  
Children with Disabilities**

[Introduction](#) | [Interrelationship of IDEA and  
Section 504](#) | [Protected Students](#) | [Evaluation](#)  
| [Placement](#) |  
[Procedural Safeguards](#) | [Terminology](#)

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This document is a revised version of a document originally developed by the Chicago Office of the Office for Civil Rights (OCR) in the U.S. Department of Education (ED) to clarify the requirements of Section 504 of the Rehabilitation Act of 1973, as amended (Section 504) in the area of public elementary and secondary education. The primary purpose of these revisions is to incorporate information about the Americans with Disabilities Act Amendments Act of 2008 (Amendments Act), effective January 1, 2009, which amended the Americans with Disabilities Act of 1990 (ADA) and included a conforming amendment to the Rehabilitation Act of 1973 that affects the meaning of disability in Section 504. The Amendments Act broadens the interpretation of disability. The Amendments Act does not require ED to amend its Section 504 regulations. ED's Section 504 regulations as currently written are valid and OCR is enforcing them consistent with the Amendments Act. In addition, OCR is currently evaluating the impact of the Amendments Act on OCR's enforcement responsibilities under Section 504 and Title II of the ADA, including whether any changes in regulations, guidance, or other publications are appropriate. The revisions to this Frequently Asked Questions document do not address the effects, if any, on Section 504 and Title II of the amendments to the regulations implementing the Individuals with Disabilities Education Act (IDEA) that were published in the Federal Register at 73 Fed. Reg. 73006 (December 1, 2008).

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## **INTRODUCTION**

An important responsibility of the Office for Civil Rights (OCR) is to eliminate discrimination on the basis of disability against students with disabilities. OCR receives numerous complaints and inquiries in the area of elementary and secondary education involving Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504). Most of these concern identification of students who are protected by Section 504 and the means to obtain an appropriate education for such students.

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED). Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . . ."

OCR enforces Section 504 in programs and activities that receive Federal financial assistance from ED. Recipients of this Federal financial assistance include public school districts, institutions of higher education, and other state and local education agencies. The regulations implementing Section 504 in the context of educational institutions appear at 34 C.F.R. Part 104.

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

This resource document clarifies pertinent requirements of Section 504.

For additional information, please contact the [Office for Civil Rights](#).

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## **INTERRELATIONSHIP OF IDEA AND SECTION 504**

### **1. What is the jurisdiction of the Office for Civil Rights (OCR), the Office of Special Education and Rehabilitative Services (OSERS) and state departments of education/instruction regarding educational services to students with disabilities?**

OCR, a component of the U.S. Department of Education, enforces Section 504 of the Rehabilitation Act of 1973, as amended, (Section 504) a civil rights statute which prohibits discrimination against individuals with disabilities. OCR also enforces Title II of the Americans with Disabilities Act of 1990 (Title II), which extends this prohibition against discrimination to the full range of state and local government services, programs, and activities (including public schools) regardless of whether they receive any Federal financial assistance. The Americans with Disabilities Act Amendments Act of 2008 (Amendments Act), effective January 1, 2009, amended the Americans with Disabilities Act of 1990 (ADA) and included a conforming amendment to the Rehabilitation Act of 1973 (Rehabilitation Act) that affects the meaning of disability in Section 504. The standards adopted by the ADA were designed not to restrict the rights or remedies available under Section 504. The Title II regulations applicable to free appropriate public education issues do not provide greater protection than applicable Section 504 regulations. This guidance focuses primarily on Section 504.

Section 504 prohibits discrimination on the basis of disability in programs or activities that receive Federal financial assistance from the U.S. Department of Education. Title II prohibits discrimination on the basis of disability by state and local governments. The Office of Special Education and Rehabilitative Services (OSERS), also a component of the U.S. Department of Education, administers the Individuals with Disabilities Education Act (IDEA), a statute which funds special education programs. Each state educational agency is responsible for administering IDEA within the state and distributing the funds for special education programs. IDEA is a grant statute and attaches many specific conditions to the receipt of Federal IDEA funds. Section 504 and the ADA are antidiscrimination laws and do not provide any type of funding.

### **2. How does OCR get involved in disability issues within a school district?**

OCR receives complaints from parents, students or advocates, conducts agency initiated compliance reviews, and provides technical assistance to school districts, parents or advocates.

**3. Where can a school district, parent, or student get information on Section 504 or find out information about OCR's interpretation of Section 504 and Title II?**

OCR provides technical assistance to school districts, parents, and students upon request. Additionally, regulations and publicly issued policy guidance is available on OCR's website, at <http://www.ed.gov/policy/rights/guid/ocr/disability.html>.

**4. What services are available for students with disabilities under Section 504?**

Section 504 requires recipients to provide to students with disabilities appropriate educational services designed to meet the individual needs of such students to the same extent as the needs of students without disabilities are met. An appropriate education for a student with a disability under the Section 504 regulations could consist of education in regular classrooms, education in regular classes with supplementary services, and/or special education and related services.

**5. Does OCR examine individual placement or other educational decisions for students with disabilities?**

Except in extraordinary circumstances, OCR does not review the result of individual placement or other educational decisions so long as the school district complies with the procedural requirements of Section 504 relating to identification and location of students with disabilities, evaluation of such students, and due process. Accordingly, OCR generally will not evaluate the content of a Section 504 plan or of an individualized education program (IEP); rather, any disagreement can be resolved through a due process hearing. The hearing would be conducted under Section 504 or the IDEA, whichever is applicable.

OCR will examine procedures by which school districts identify and evaluate students with disabilities and the procedural safeguards which those school districts provide students. OCR will also examine incidents in which students with disabilities are allegedly subjected to treatment which is different from the treatment to which similarly situated students without disabilities are subjected. Such incidents may involve the unwarranted exclusion of disabled students from educational programs and services.

**6. What protections does OCR provide against retaliation?**

Retaliatory acts are prohibited. A recipient is prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Section 504.

**7. Does OCR mediate complaints?**

OCR does not engage in formal mediation. However, OCR may offer to facilitate mediation, referred to as “Early Complaint Resolution,” to resolve a complaint filed under Section 504. This approach brings the parties together so that they may discuss possible resolution of the complaint immediately. If both parties are willing to utilize this approach, OCR will work with the parties to facilitate resolution by providing each an understanding of pertinent legal standards and possible remedies. An agreement reached between the parties is not monitored by OCR.

### **8. What are the appeal rights with OCR?**

OCR affords an opportunity to the complainant for appeal of OCR’s letters of finding issued pursuant to Section 303(a) of the [OCR Case Processing Manual](#). OCR also affords an opportunity to the complainant for appeal of OCR’s dismissals or administrative closures of complaints issued pursuant to Sections 108, 110 and 111 of the Manual. The appeal process provides an opportunity for complainants to bring information to OCR’s attention that would change OCR’s decision, but it does not involve a de novo review of OCR’s decision. The complainant may send a written appeal to the Director of the regional Enforcement Office that issued the determination within 60 days of the date of the determination letter being appealed from. In an appeal, the complainant must explain why he or she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change OCR’s determination in the case. More information about appeals is found in Section 306 of the Manual.

### **9. What does noncompliance with Section 504 mean?**

A school district is out of compliance when it is violating any provision of the Section 504 statute or regulations.

### **10. What sanctions can OCR impose on a school district that is out of compliance?**

OCR initially attempts to bring the school district into voluntary compliance through negotiation of a corrective action agreement. If OCR is unable to achieve voluntary compliance, OCR will initiate enforcement action. OCR may: (1) initiate administrative proceedings to terminate Department of Education financial assistance to the recipient; or (2) refer the case to the Department of Justice for judicial proceedings.

### **11. Who has ultimate authority to enforce Section 504?**

In the educational context, OCR has been given administrative authority to enforce Section 504. Section 504 is a Federal statute that may be enforced through the Department's administrative process or through the Federal court system. In addition, a person may at any time file a private lawsuit against a school district. The Section 504 regulations do not contain a requirement that a person file a complaint with OCR and exhaust his or her administrative remedies before filing a private lawsuit.

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## **STUDENTS PROTECTED UNDER SECTION 504**

Section 504 covers qualified students with disabilities who attend schools receiving Federal financial assistance. To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

### **12. What is a physical or mental impairment that substantially limits a major life activity?**

The determination of whether a student has a physical or mental impairment that substantially limits a major life activity must be made on the basis of an individual inquiry. The Section 504 regulatory provision at 34 C.F.R. 104.3(j)(2)(i) defines a physical or mental impairment as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The regulatory provision does not set forth an exhaustive list of specific diseases and conditions that may constitute physical or mental impairments because of the difficulty of ensuring the comprehensiveness of such a list.

Major life activities, as defined in the Section 504 regulations at 34 C.F.R. 104.3(j)(2)(ii), include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive. Other functions can be major life activities for purposes of Section 504. In the Amendments Act (see FAQ 1), Congress provided additional examples of general activities that are major life activities, including eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. Congress also provided a non-exhaustive list of examples of "major bodily functions" that are major life activities, such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. The Section 504 regulatory provision, though not as comprehensive as the Amendments Act, is still valid – the Section 504 regulatory provision's list of examples of major life activities is not exclusive, and an activity or function not specifically listed in the Section 504 regulatory provision can nonetheless be a major life activity.

### **13. Does the meaning of the phrase "qualified student with a disability" differ on the basis of a student's educational level, i.e., elementary and secondary versus postsecondary?**

Yes. At the elementary and secondary educational level, a "qualified student with a disability" is a student with a disability who is: of an age at which students without disabilities are provided elementary and secondary educational services; of an age at which it is mandatory under state law to provide elementary and secondary educational services to students with disabilities; or a student to whom a state is required to provide a free appropriate public education under the Individuals with Disabilities Education Act (IDEA).

At the postsecondary educational level, a qualified student with a disability is a student with a disability who meets the academic and technical standards requisite for admission or participation in the institution's educational program or activity.

**14. Does the nature of services to which a student is entitled under Section 504 differ by educational level?**

Yes. Public elementary and secondary recipients are required to provide a free appropriate public education to qualified students with disabilities. Such an education consists of regular or special education and related aids and services designed to meet the individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met.

At the postsecondary level, the recipient is required to provide students with appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in a school's program. Recipients are not required to make adjustments or provide aids or services that would result in a fundamental alteration of a recipient's program or impose an undue burden.

**15. Once a student is identified as eligible for services under Section 504, is that student always entitled to such services?**

Yes, as long as the student remains eligible. The protections of Section 504 extend only to individuals who meet the regulatory definition of a person with a disability. If a recipient school district re-evaluates a student in accordance with the Section 504 regulatory provision at 34 C.F.R. 104.35 and determines that the student's mental or physical impairment no longer substantially limits his/her ability to learn or any other major life activity, the student is no longer eligible for services under Section 504.

**16. Are current illegal users of drugs excluded from protection under Section 504?**

Generally, yes. Section 504 excludes from the definition of a student with a disability, and from Section 504 protection, any student who is currently engaging in the illegal use of drugs when a covered entity acts on the basis of such use. (There are exceptions for persons in rehabilitation programs who are no longer engaging in the illegal use of drugs).

**17. Are current users of alcohol excluded from protection under Section 504?**

No. Section 504's definition of a student with a disability does not exclude users of alcohol. However, Section 504 allows schools to take disciplinary action against students with disabilities using drugs or alcohol to the same extent as students without disabilities.

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## **EVALUATION**

At the elementary and secondary school level, determining whether a child is a qualified disabled student under Section 504 begins with the evaluation process. Section 504 requires the use of evaluation procedures that ensure that children are not misclassified, unnecessarily labeled as having a disability, or incorrectly placed, based on inappropriate selection, administration, or interpretation of evaluation materials.

### **18. What is an appropriate evaluation under Section 504?**

Recipient school districts must establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need special education and/or related services because of disability. The Section 504 regulatory provision at 34 C.F.R. 104.35(b) requires school districts to individually evaluate a student before classifying the student as having a disability or providing the student with special education. Tests used for this purpose must be selected and administered so as best to ensure that the test results accurately reflect the student's aptitude or achievement or other factor being measured rather than reflect the student's disability, except where those are the factors being measured. Section 504 also requires that tests and other evaluation materials include those tailored to evaluate the specific areas of educational need and not merely those designed to provide a single intelligence quotient. The tests and other evaluation materials must be validated for the specific purpose for which they are used and appropriately administered by trained personnel.

### **19. How much is enough information to document that a student has a disability?**

At the elementary and secondary education level, the amount of information required is determined by the multi-disciplinary committee gathered to evaluate the student. The committee should include persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. The committee members must determine if they have enough information to make a knowledgeable decision as to whether or not the student has a disability. The Section 504 regulatory provision at 34 C.F.R. 104.35(c) requires that school districts draw from a variety of sources in the evaluation process so that the possibility of error is minimized. The information obtained from all such sources must be documented and all significant factors related to the student's learning process must be considered. These sources and factors may include aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, and adaptive behavior. In evaluating a student suspected of having a disability, it is unacceptable to rely on presumptions and stereotypes regarding persons with disabilities or classes of such persons. Compliance with the IDEA regarding the group of persons

present when an evaluation or placement decision is made is satisfactory under Section 504.

**20. What process should a school district use to identify students eligible for services under Section 504? Is it the same process as that employed in identifying students eligible for services under the IDEA?**

School districts may use the same process to evaluate the needs of students under Section 504 as they use to evaluate the needs of students under the IDEA. If school districts choose to adopt a separate process for evaluating the needs of students under Section 504, they must follow the requirements for evaluation specified in the Section 504 regulatory provision at 34 C.F.R. 104.35.

**21. May school districts consider "mitigating measures" used by a student in determining whether the student has a disability under Section 504?**

No. As of January 1, 2009, school districts, in determining whether a student has a physical or mental impairment that substantially limits that student in a major life activity, must *not* consider the ameliorating effects of any mitigating measures that student is using. This is a change from prior law. Before January 1, 2009, school districts had to consider a student's use of mitigating measures in determining whether that student had a physical or mental impairment that substantially limited that student in a major life activity. In the Amendments Act (see FAQ 1), however, Congress specified that the ameliorative effects of mitigating measures must not be considered in determining if a person is an individual with a disability.

Congress did not define the term "mitigating measures" but rather provided a non-exhaustive list of "mitigating measures." The mitigating measures are as follows: medication; medical supplies, equipment or appliances; low-vision devices (which do not include ordinary eyeglasses or contact lenses); prosthetics (including limbs and devices); hearing aids and cochlear implants or other implantable hearing devices; mobility devices; oxygen therapy equipment and supplies; use of assistive technology; reasonable accommodations or auxiliary aids or services; and learned behavioral or adaptive neurological modifications.

Congress created one exception to the mitigating measures analysis. The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining if an impairment substantially limits a major life activity. "Ordinary eyeglasses or contact lenses" are lenses that are intended to fully correct visual acuity or eliminate refractive error, whereas "low-vision devices" (listed above) are devices that magnify, enhance, or otherwise augment a visual image.

**22. Does OCR endorse a single formula or scale that measures substantial limitation?**

No. The determination of substantial limitation must be made on a case-by-case basis with respect to each individual student. The Section 504 regulatory provision at 34 C.F.R. 104.35 (c) requires that a group of knowledgeable persons draw upon information from a variety of sources in making this determination.

**23. Are there any impairments which automatically mean that a student has a disability under Section 504?**

No. An impairment in and of itself is not a disability. The impairment must substantially limit one or more major life activities in order to be considered a disability under Section 504.

**24. Can a medical diagnosis suffice as an evaluation for the purpose of providing FAPE?**

No. A physician's medical diagnosis may be considered among other sources in evaluating a student with an impairment or believed to have an impairment which substantially limits a major life activity. Other sources to be considered, along with the medical diagnosis, include aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, and adaptive behavior. As noted in FAQ 22, the Section 504 regulations require school districts to draw upon a variety of sources in interpreting evaluation data and making placement decisions.

**25. Does a medical diagnosis of an illness automatically mean a student can receive services under Section 504?**

No. A medical diagnosis of an illness does not automatically mean a student can receive services under Section 504. The illness must cause a substantial limitation on the student's ability to learn or another major life activity. For example, a student who has a physical or mental impairment would not be considered a student in need of services under Section 504 if the impairment does not in any way limit the student's ability to learn or other major life activity, or only results in some minor limitation in that regard.

**26. How should a recipient school district handle an outside independent evaluation? Do all data brought to a multi-disciplinary committee need to be considered and given equal weight?**

The results of an outside independent evaluation may be one of many sources to consider. Multi-disciplinary committees must draw from a variety of sources in the evaluation process so that the possibility of error is minimized. All significant factors related to the subject student's learning process must be considered. These sources and factors include aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, and adaptive behavior, among others. Information from all sources must be documented and considered by knowledgeable committee members. The weight of the information is determined by the committee given the student's individual circumstances.

**27. What should a recipient school district do if a parent refuses to consent to an initial evaluation under the Individuals with Disabilities Education Act (IDEA), but demands a Section 504 plan for a student without further evaluation?**

A school district must evaluate a student prior to providing services under Section 504. Section 504 requires informed parental permission for initial evaluations. If a parent refuses consent for an initial evaluation and a recipient school district suspects a student has a disability, the IDEA and Section 504 provide that school districts may use due process hearing procedures to seek to override the parents' denial of consent.

**28. Who in the evaluation process makes the ultimate decision regarding a student's eligibility for services under Section 504?**

The Section 504 regulatory provision at 34 C.F.R.104.35 (c) (3) requires that school districts ensure that the determination that a student is eligible for special education and/or related aids and services be made by a group of persons, including persons knowledgeable about the meaning of the evaluation data and knowledgeable about the placement options. If a parent disagrees with the determination, he or she may request a due process hearing.

**29. Once a student is identified as eligible for services under Section 504, is there an annual or triennial review requirement? If so, what is the appropriate process to be used? Or is it appropriate to keep the same Section 504 plan in place indefinitely after a student has been identified?**

Periodic re-evaluation is required. This may be conducted in accordance with the IDEA regulations, which require re-evaluation at three-year intervals (unless the parent and public agency agree that re-evaluation is unnecessary) or more frequently if conditions warrant, or if the child's parent or teacher requests a re-evaluation, but not more than once a year (unless the parent and public agency agree otherwise).

**30. Is a Section 504 re-evaluation similar to an IDEA re-evaluation? How often should it be done?**

Yes. Section 504 specifies that re-evaluations in accordance with the IDEA is one means of compliance with Section 504. The Section 504 regulations require that re-evaluations be conducted periodically. Section 504 also requires a school district to conduct a re-evaluation prior to a significant change of placement. OCR considers an exclusion from the educational program of more than 10 school days a significant change of placement. OCR would also consider transferring a student from one type of program to another or terminating or significantly reducing a related service a significant change in placement.

**31. What is reasonable justification for referring a student for evaluation for services under Section 504?**

School districts may always use regular education intervention strategies to assist students with difficulties in school. Section 504 requires recipient school districts to refer a student for an evaluation for possible special education or related aids and services or modification to regular education if the student, because of disability, needs or is believed to need such services.

**32. A student is receiving services that the school district maintains are necessary under Section 504 in order to provide the student with an appropriate education. The student's parent no longer wants the student to receive those services. If the parent wishes to withdraw the student from a Section 504 plan, what can the school district do to ensure continuation of services?**

The school district may initiate a Section 504 due process hearing to resolve the dispute if the district believes the student needs the services in order to receive an appropriate education.

**33. A student has a disability referenced in the IDEA, but does not require special education services. Is such a student eligible for services under Section 504?**

The student may be eligible for services under Section 504. The school district must determine whether the student has an impairment which substantially limits his or her ability to learn or another major life activity and, if so, make an individualized determination of the child's educational needs for regular or special education or related aids or services. For example, such a student may receive adjustments in the regular classroom.

**34. How should a recipient school district view a temporary impairment?**

A temporary impairment does not constitute a disability for purposes of Section 504 unless its severity is such that it results in a substantial limitation of one or more major life activities for an extended period of time. The issue of whether a temporary impairment is substantial enough to be a disability must be resolved on a case-by-case basis, taking into consideration both the duration (or expected duration) of the impairment and the extent to which it actually limits a major life activity of the affected individual.

In the Amendments Act (see FAQ 1), Congress clarified that an individual is not “regarded as” an individual with a disability if the impairment is transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

**35. Is an impairment that is episodic or in remission a disability under Section 504?**

Yes, under certain circumstances. In the Amendments Act (see FAQ 1), Congress clarified that an impairment that is episodic or in remission is a disability if it would

substantially limit a major life activity when active. A student with such an impairment is entitled to a free appropriate public education under Section 504.

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## **PLACEMENT**

Once a student is identified as being eligible for regular or special education and related aids or services, a decision must be made regarding the type of services the student needs.

### **36. If a student is eligible for services under both the IDEA and Section 504, must a school district develop both an individualized education program (IEP) under the IDEA and a Section 504 plan under Section 504?**

No. If a student is eligible under IDEA, he or she must have an IEP. Under the Section 504 regulations, one way to meet Section 504 requirements for a free appropriate public education is to implement an IEP.

### **37. Must a school district develop a Section 504 plan for a student who either "has a record of disability" or is "regarded as disabled"?**

No. In public elementary and secondary schools, unless a student actually has an impairment that substantially limits a major life activity, the mere fact that a student has a "record of" or is "regarded as" disabled is insufficient, in itself, to trigger those Section 504 protections that require the provision of a free appropriate public education (FAPE). This is consistent with the Amendments Act (see FAQ 1), in which Congress clarified that an individual who meets the definition of disability solely by virtue of being "regarded as" disabled is not entitled to reasonable accommodations or the reasonable modification of policies, practices or procedures. The phrases "has a record of disability" and "is regarded as disabled" are meant to reach the situation in which a student either does not currently have or never had a disability, but is treated by others as such.

As noted in FAQ 34, in the Amendments Act (see FAQ 1), Congress clarified that an individual is not "regarded as" an individual with a disability if the impairment is transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

### **38. What is the receiving school district's responsibility under Section 504 toward a student with a Section 504 plan who transfers from another district?**

If a student with a disability transfers to a district from another school district with a Section 504 plan, the receiving district should review the plan and supporting documentation. If a group of persons at the receiving school district, including persons knowledgeable about the meaning of the evaluation data and knowledgeable about the placement options determines that the plan is appropriate, the district is required to implement the plan. If the district determines that the plan is inappropriate, the district is

to evaluate the student consistent with the Section 504 procedures at 34 C.F.R. 104.35 and determine which educational program is appropriate for the student. There is no Section 504 bar to the receiving school district honoring the previous IEP during the interim period. Information about IDEA requirements when a student transfers is available from the Office of Special Education and Rehabilitative Services at <http://idea.ed.gov/explore/view/p/%2Croot%2Cdynamic%2CQaCorner%2C3%2C>

**39. What are the responsibilities of regular education teachers with respect to implementation of Section 504 plans? What are the consequences if the district fails to implement the plans?**

Regular education teachers must implement the provisions of Section 504 plans when those plans govern the teachers' treatment of students for whom they are responsible. If the teachers fail to implement the plans, such failure can cause the school district to be in noncompliance with Section 504.

**40. What is the difference between a regular education intervention plan and a Section 504 plan?**

A regular education intervention plan is appropriate for a student who does not have a disability or is not suspected of having a disability but may be facing challenges in school. School districts vary in how they address performance problems of regular education students. Some districts employ teams at individual schools, commonly referred to as "building teams." These teams are designed to provide regular education classroom teachers with instructional support and strategies for helping students in need of assistance. These teams are typically composed of regular and special education teachers who provide ideas to classroom teachers on methods for helping students experiencing academic or behavioral problems. The team usually records its ideas in a written regular education intervention plan. The team meets with an affected student's classroom teacher(s) and recommends strategies to address the student's problems within the regular education environment. The team then follows the responsible teacher(s) to determine whether the student's performance or behavior has improved. In addition to building teams, districts may utilize other regular education intervention methods, including before-school and after-school programs, tutoring programs, and mentoring programs.

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**PROCEDURAL SAFEGUARDS**

Public elementary and secondary schools must employ procedural safeguards regarding the identification, evaluation, or educational placement of persons who, because of disability, need or are believed to need special instruction or related services.

**41. Must a recipient school district obtain parental consent prior to conducting an initial evaluation?**

Yes. OCR has interpreted Section 504 to require districts to obtain parental permission for initial evaluations. If a district suspects a student needs or is believed to need special instruction or related services and parental consent is withheld, the IDEA and Section 504 provide that districts may use due process hearing procedures to seek to override the parents' denial of consent for an initial evaluation.

**42. If so, in what form is consent required?**

Section 504 is silent on the form of parental consent required. OCR has accepted written consent as compliance. IDEA as well as many state laws also require written consent prior to initiating an evaluation.

**43. What can a recipient school district do if a parent withholds consent for a student to secure services under Section 504 after a student is determined eligible for services?**

Section 504 neither prohibits nor requires a school district to initiate a due process hearing to override a parental refusal to consent with respect to the initial provision of special education and related services. Nonetheless, school districts should consider that IDEA no longer permits school districts to initiate a due process hearing to override a parental refusal to consent to the initial provision of services.

**44. What procedural safeguards are required under Section 504?**

Recipient school districts are required to establish and implement procedural safeguards that include notice, an opportunity for parents to review relevant records, an impartial hearing with opportunity for participation by the student's parents or guardian, representation by counsel and a review procedure.

**45. What is a recipient school district's responsibility under Section 504 to provide information to parents and students about its evaluation and placement process?**

Section 504 requires districts to provide notice to parents explaining any evaluation and placement decisions affecting their children and explaining the parents' right to review educational records and appeal any decision regarding evaluation and placement through an impartial hearing.

**46. Is there a mediation requirement under Section 504?**

No.

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## TERMINOLOGY

The following terms may be confusing and/or are frequently used incorrectly in the elementary and secondary school context.

**Equal access**: equal opportunity of a qualified person with a disability to participate in or benefit from educational aid, benefits, or services

**Free appropriate public education (FAPE)**: a term used in the elementary and secondary school context; for purposes of Section 504, refers to the provision of regular or special education and related aids and services that are designed to meet individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met and is based upon adherence to procedures that satisfy the Section 504 requirements pertaining to educational setting, evaluation and placement, and procedural safeguards

**Placement**: a term used in the elementary and secondary school context; refers to regular and/or special educational program in which a student receives educational and/or related services

**Reasonable accommodation**: a term used in the employment context to refer to modifications or adjustments employers make to a job application process, the work environment, the manner or circumstances under which the position held or desired is customarily performed, or that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment; this term is sometimes used incorrectly to refer to related aids and services in the elementary and secondary school context or to refer to academic adjustments, reasonable modifications, and auxiliary aids and services in the postsecondary school context

**Reasonable modifications**: under a regulatory provision implementing Title II of the ADA, public entities are required to make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity

**Related services**: a term used in the elementary and secondary school context to refer to developmental, corrective, and other supportive services, including psychological, counseling and medical diagnostic services and transportation

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**Questions and Answers on the ADA  
Amendments Act of 2008 for Students  
with Disabilities Attending Public  
Elementary and Secondary Schools**

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**In responding to requests for technical assistance, the Office for Civil Rights (OCR) has determined that school officials would benefit from additional guidance concerning the effects of the Americans with Disabilities Act Amendments Act of 2008 (Amendments Act) on public elementary and secondary programs. The following questions and answers provide this guidance.<sup>1</sup>**

## **Q1: What disability-related Federal laws does OCR enforce?**

A: OCR enforces Section 504 of the Rehabilitation Act of 1973 (Section 504), a Federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (Department). Recipients of this Federal financial assistance include public school districts, other state and local educational agencies, and institutions of higher education.

OCR also enforces Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination against individuals with disabilities in state and local government services, programs, and activities (including public schools), regardless of whether they receive Federal financial assistance. Pursuant to a delegation by the Attorney General of the United States, OCR shares in the enforcement of Title II for all programs, services, and regulatory activities relating to the operation of public elementary and secondary educational programs, institutions of higher education and vocational education (other than schools of medicine, dentistry, nursing, and other health-related schools), and libraries.

Because Title II essentially extends the antidiscrimination prohibition embodied in Section 504 to all actions of State and local governments, the standards adopted in Title II are generally the same as those required under Section 504. *See* 28 C.F.R. § 35.103(a). Title II and its implementing regulations do not establish a lesser standard of protection than Section 504 does. *Id.* To the extent that Title II provides greater protection, covered entities must also comply with Title II's substantive requirements.<sup>2</sup>

This guidance focuses on Section 504 and Title II in the context of public elementary and secondary education programs.

## **Q2: What is the Amendments Act?**

A: The Amendments Act was signed into law in September 2008 and became effective on January 1, 2009.<sup>3</sup> Congress passed the Amendments Act in part to supersede Supreme Court decisions that had too narrowly interpreted the ADA's definition of a disability. As members of Congress explained, "The ADA Amendments Act rejects the high burden required [by the Supreme Court] and reiterates that Congress intends that the scope of the Americans with Disabilities Act be broad and inclusive. It is the intent of the legislation to establish a degree of functional limitation required for an impairment to constitute a disability that is consistent with what Congress originally intended . . . ."<sup>4</sup>

The Amendments Act not only amends the ADA but also includes a conforming amendment to the Rehabilitation Act of 1973 that affects the meaning of disability in Section 504. 29 U.S.C. § 705(20)(B).<sup>5</sup> All persons covered by Section 504 or Title II are protected from discrimination under the general nondiscrimination regulatory provisions implementing these statutes, which cover program and physical accessibility requirements, as well as protection against retaliation and harassment. 28 C.F.R. pt. 35; 34 C.F.R. §§ 104.4, 104.21-23, 104.61 (incorporating 34 C.F.R. § 100.7(e)). The

Amendments Act does not alter the school district's substantive obligations under Section 504 or Title II. Rather, as discussed further in Q4, it amends the ADA and Section 504 to broaden the potential class of persons with disabilities protected by the statutes.

**Q3: Does the Amendments Act alter the Individuals with Disabilities Education Act (IDEA)?**

A: No. The Amendments Act amends only the ADA and, through a conforming amendment, Section 504. The Amendments Act does not amend the IDEA, and therefore does not affect that law's requirements. The IDEA provides Federal financial assistance to states, and through them to local educational agencies or school districts, to assist in providing special education and related services to eligible children with disabilities.<sup>6</sup> The IDEA is administered by the Department's Office of Special Education Programs. States must comply with a number of specific legal requirements to receive IDEA funds. In order to be eligible for services under the IDEA, a student must fall into one or more of the disability categories specified in the statute and must also be determined to need special education. 34 C.F.R. § 300.8. Students who meet the eligibility criteria under the IDEA are also covered by Section 504 and Title II if they have a disability as defined under those laws. However, coverage under Section 504 and Title II of the ADA is not limited to students who meet the IDEA eligibility criteria. If, for example, a student has a disability under Section 504 and the ADA but needs only related services to meet his or her educational needs as adequately as the needs of nondisabled individuals are met, the student is entitled to those services even if the student is not eligible for special education and related services under the IDEA.

**Q4. How does the Amendments Act alter coverage under Section 504 and Title II?**

A: The Amendments Act emphasizes that the definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage. Students who, in the past, may not have been determined to have a disability under Section 504 and Title II may now in fact be found to have a disability under those laws. A student whom a school district did not believe had a disability, and therefore did not receive, as described in the Section 504 regulation, special education or related services before passage of the Amendments Act, must now be considered under these new legal standards. The school district would have to evaluate the student, as described in the Section 504 regulation, to determine if he or she has a disability and, if so, the district would have to determine whether, because of the disability, the student needs special education or related services. 34 C.F.R. §§ 104.3(l), 104.33.

Section 504 and the ADA define disability as (1) a physical or mental impairment that substantially limits a major life activity; (2) a record of such an impairment; or (3) being regarded as having such an impairment. 29 U.S.C. § 705(9)(B); 42 U.S.C. § 12102(1). The Amendments Act does not alter these three elements of the definition of disability in the ADA and Section 504. But it significantly changes how the term "disability" is to be interpreted. Specifically, Congress directed that the definition of disability shall be construed broadly and that the determination of whether an individual has a disability

should not demand extensive analysis. 42 U.S.C. § 12102 note. Among other changes, the Amendments Act specifies that:

An impairment need not prevent or severely or significantly restrict a major life activity to be considered substantially limiting. *Id.*

In the phrase "a physical or mental impairment that substantially limits a major life activity," the term "substantially limits" shall be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Amendments Act § 4(a) (codified as amended at 42 U.S.C. § 12102). Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. Therefore, impairments that may not have previously been considered to be disabilities because of the ameliorative effects of mitigating measures might now meet the Section 504 and ADA definition of disability. For example, a student who has an allergy and requires allergy shots to manage that condition would be covered under Section 504 and Title II if, without the shots, the allergy would substantially limit a major life activity. (See also discussion of evaluation requirements at Q7-9, 11-14 below.)

An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. Amendments Act § 4(a) (codified as amended at 42 U.S.C. § 12102). For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (*e.g.*, thinking, concentrating, neurological function, or brain function).

For the "regarded as" prong of the disability definition, if an individual can establish that he or she has been subjected to an act prohibited by Title II or Section 504 (*e.g.*, refused admission or expelled or denied equal access to educational programs) because of an actual or perceived physical or mental impairment, then he or she is entitled to protection under these laws. The Amendments Act clarifies that the statutory protections apply whether or not the individual actually has the impairment, and also whether or not the impairment is perceived to be a substantial limitation on a major life activity.<sup>7</sup> See Amendments Act § 4(a) (codified as amended at 42 U.S.C. § 12102). For example, consider a nondisabled student whose mother is a well-known AIDS activist in the community. After the student transfers schools at mid-year, he is harassed by other students based on their mistaken assumption that he has AIDS. This student, who is regarded as having an impairment, would be protected by the ADA and Section 504.<sup>8</sup>

An individual will not be "regarded as" a person with a disability if the impairment is both transitory (meaning that it has an actual or expected duration of six months or less) and minor. Amendments Act § 4(a) (codified as amended at 42 U.S.C. § 12102).

An entity need not provide a reasonable modification of policies, practices, or procedures to individuals who meet the definition of disability *solely* because they are "regarded as" having a physical or mental impairment. *See* Amendments Act § 6(a) (codified as amended at 42 U.S.C. § 12201(h)). As described above, however, such individuals would be entitled to protection from discrimination, including but not limited to protection from retaliation and harassment on the basis of disability.

In most cases, application of these rules should quickly shift the inquiry away from the question whether a student has a disability (and thus is protected by the ADA and Section 504), and toward the school district's actions and obligations to ensure equal educational opportunities. While there are no per se disabilities under Section 504 and Title II, the nature of many impairments is such that, in virtually every case, a determination in favor of disability will be made. Thus, for example, a school district should not need or require extensive documentation or analysis to determine that a child with diabetes, epilepsy, bipolar disorder, or autism has a disability under Section 504 and Title II.

Congress also expanded the definition of the term "major life activity." For a discussion of that term, see Question 6.

**Q5: Should a school district revise its policies and procedures regarding the determination of coverage and provision of services under Section 504 and Title II?**

A: Yes, if those policies and procedures do not implement the Amendments Act's new legal standards. As noted above, the definition of disability is to be interpreted broadly, so determining whether one has a disability should not demand extensive analysis, and the determination shall be made without regard to the ameliorative effects of mitigating measures. If a district determines that a student has a disability under these new legal standards, it must also evaluate whether, because of the disability, the student needs special education or related services as described in the Section 504 regulation. The school district must also determine whether additional requirements are implicated under Section 504 or Title II. If a district failed to implement the changes made by the Amendments Act, that district may be unlawfully denying Section 504 or Title II coverage to students.

**Q6. Does the Amendments Act address the "major life activities" referred to in the Section 504 and Title II regulations?**

A: Yes. The Amendments Act contains two nonexhaustive lists of major life activities. The first list expands the examples set forth in the ADA regulation at 28 C.F.R. § 35.104, and the second list provides examples of "major bodily functions" that are now

considered major life activities under the law. The list of major life activities in the ADA now includes, but is not limited to:

caring for oneself	bending
performing manual tasks	speaking
seeing	breathing
hearing	learning
eating	reading
sleeping	concentrating
walking	thinking
standing	communicating
lifting	working <sup>9</sup>

The list of major bodily functions that are now considered major life activities includes, but is not limited to: functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. *See* Amendments Act § 4(a) (codified as amended at 42 U.S.C. § 12102).<sup>10</sup>

The examples of major life activities in the Section 504 regulatory provisions, at 34 C.F.R. § 104.3(j)(2)(ii), predate the Amendments Act, and are not exhaustive. Because the definition of disability in the ADA applies to Section 504, all the examples of major life activities listed in the Amendments Act also constitute major life activities under Section 504.

**Q7: Is learning the only major life activity that a school district must consider in determining if a student has a disability under Section 504 and Title II?**

A: No. A student has a disability under Section 504 and Title II if a major life activity is substantially limited by his or her impairment. Nothing in the ADA or Section 504 limits coverage or protection to those whose impairments concern learning. Learning is just one of a number of major life activities that should be considered in determining whether a student has a disability within the meaning of those laws. 28 C.F.R. § 35.104; 34 C.F.R. § 104.3(j)(2)(ii). Some examples include: (1) a student with a visual impairment who cannot read regular print with glasses is substantially limited in the major life activity of seeing; (2) a student with an orthopedic impairment who cannot walk is substantially limited in the major life activity of walking; and (3) a student with ulcerative colitis is substantially limited in the operation of a major bodily function, the digestive system. These students would have to be evaluated, as described in the Section 504 regulation, to determine whether they need special education or related services. See Q9, below.

Therefore, rather than considering only how an impairment affects a student's ability to learn, a recipient or public entity must consider how an impairment affects any major life activity of the student and, if necessary, must assess what is needed to ensure that student's equal opportunity to participate in the recipient's or public entity's program.

**Q8: Does the Amendments Act affect a school district's obligation to provide a free appropriate public education as described in the Section 504 regulation?**

A: No. The Amendments Act does not alter the school district's obligation to provide a free, appropriate public education (FAPE), as described in the Section 504 regulation; rather, it amends Section 504 to broaden the potential class of persons with disabilities protected by the statute. As specifically set out in the Section 504 regulation, local educational agencies that operate elementary or secondary education programs are required to provide FAPE to qualified individuals with disabilities who are in their jurisdiction. 34 C.F.R. §§ 104.3(l); 104.33.<sup>11</sup> FAPE is defined in the Section 504 regulation as the provision of regular or special education and related services that are designed to meet the individual educational needs of persons with disabilities as adequately as the needs of nondisabled persons are met, and that are provided without cost (except for fees imposed on nondisabled students and their parents). 34 C.F.R. §§ 104.33(b)-(c).<sup>12</sup>

A school district's obligation to provide FAPE extends to students with disabilities who do not need special education but require a related service. For example, if a student with a disability is unable to self-administer a needed medication, a school district may be required to administer the medication if that service is necessary to meet the student's educational needs as adequately as the needs of nondisabled students are met. In order to satisfy the FAPE requirements described in the Section 504 regulation, the educational institution must comply with several evaluation and placement requirements, afford procedural safeguards, and inform students' parents or guardians of those safeguards. 34 C.F.R. §§ 104.35(a), 104.36.<sup>13</sup>

**Q9: How can a school district meet its obligation, as described in the Section 504 regulation, to evaluate students to determine the need for special education or related services consistent with the Amendments Act?**

A: Although school districts may no longer consider the ameliorative effects of mitigating measures when making a disability determination, mitigating measures remain relevant in evaluating the need of a student with a disability for special education or related services. A school district must conduct an evaluation of any individual who because of a disability "needs or is believed to need" special education or related services. 34 C.F.R. § 104.35(a). An individual evaluation must be conducted before any action is taken with respect to the student's initial placement, or before any significant change in placement is made. 34 C.F.R. § 104.35. As explained in Q5, in determining if a student has a disability, the school district should ensure that it follows the expanded Amendments Act interpretation of disability, including the requirement that the ameliorative effects of mitigating measures not be considered. Once a school district determines that a student has a disability, however, that student's use of mitigating measures could still be relevant in determining his or her need for special education or related services.

The Section 504 regulation does not set out specific circumstances that trigger the obligation to conduct an evaluation; the decision to conduct an evaluation is governed by the individual circumstances in each case.

For example, consider a student who has Attention-Deficit/Hyperactivity Disorder (ADHD) but is not receiving special education or related services, and is achieving good grades in academically rigorous classes. School districts should not assume that this student's academic success necessarily means that the student is not substantially limited in a major life activity and therefore is not a person with a disability. In passing the Amendments Act, the managers of the Senate bill rejected the assumption that an individual with a specific learning disability who performs well academically cannot be substantially limited in activities such as learning, reading, writing, thinking, or speaking.<sup>14</sup> Thus, grades alone are an insufficient basis upon which to determine whether a student has a disability. Moreover, they may not be the determinative factor in deciding whether a student with a disability needs special education or related aids or services. Grades are just one consideration and do not provide information on how much effort or how many outside resources are required for the student to achieve those grades. Additionally, the Committee on Education and Labor in the House of Representatives cautioned that "an individual with an impairment that substantially limits a major life activity should not be penalized when seeking protection under the ADA simply because he or she managed their own adaptive strategies or received informal or undocumented accommodations that have the effect of lessening the deleterious impacts of their disability." *See* H.R. Rep. No. 110-730, pt. 1, at 15 (2008).

Some other examples of situations in which school personnel may reasonably conclude that a child needs or is believed to need special education or related aids and services include:

- when a teacher, based on observation of or work with the student, expresses the view that an evaluation is needed; or
- when the parent of a child has requested an evaluation.

Furthermore, the Section 504 regulation states that tests and other evaluation materials must be validated for the specific purpose for which they are used. 34 C.F.R. §104.35(b)(1). As discussed in Q7, a student may have a disability even if his or her impairment does not substantially limit learning, as long as the impairment substantially limits another major life activity. (That was true even before the Amendments Act was passed). For instance, in the ADHD example above, the school district must consider other major life activities that may be substantially limited by the student's ADHD. The Amendments Act provides illustrative lists of major life activities, such as concentrating, thinking, communicating, and neurological or brain functioning.

**Q10: What should a school district do if it does not believe that a student needs special education or related services as described in the Section 504 regulation?**

A: The Amendments Act does not alter the procedural safeguard requirements described in the Section 504 regulation. A school district should inform the student's parent or guardian of its decision and of the parent's or guardian's rights as set forth in 34 C.F.R. § 104.36. This provision requires a school district to establish a system of procedural safeguards for the identification, evaluation, and educational placement of persons who, because of disability, need or are believed to need special education or related services. Parents and guardians must be told about this system, notified of any evaluation or placement actions, allowed to examine their child's records, afforded an impartial hearing with opportunity for representation by counsel, and provided a review procedure. Compliance with the procedural safeguards of the IDEA is one means of meeting this requirement. 34 C.F.R. § 104.36.

Even though a school district does not believe that a student needs special education or related services, it must still consider whether the student is entitled to a reasonable modification of policies, practices, or procedures. The extent of a school district's obligation to make reasonable modifications is fact-dependent and requires a case-by-case analysis. Examples of possible modifications include:

- allowing a student who has a physical disability based on a lung condition that substantially limits walking and mobility to use the faculty elevator because the student needs assistance in traveling between classes, even though the school rule generally prohibits student use of the elevator;
- allowing a student who has a record of a disability, based on a heart condition that has been corrected by surgery, the opportunity to complete, without penalty, assignments missed during the student's surgery and lengthy convalescence, even though the student was absent from school more than the school's attendance policy permits;
- providing or allowing the use of tactile chess sets and other adaptive materials and equipment so that a student with a visual disability can participate in the school's chess club.

**Q11: What must a school district do for a student who has a disability but does not need any special education or related services?**

A: As described in the Section 504 regulation, a school district must conduct an evaluation of any individual who, because of a disability, needs or is believed to need special education or related services, and must do so before taking any action with respect to the initial placement of the person in regular or special education or any significant change in placement. 34 C.F.R. § 104.35(a). If, as a result of a properly conducted evaluation, the school district determines that the student does not need special education or related services, the district is not required to provide aids or services. Neither the Amendments Act nor Section 504 obligates a school district to provide aids or services that the student does not need. But the school district must still conduct an evaluation before making a determination. Further, the student is still a person with a disability, and so is protected by Section 504's general nondiscrimination prohibitions

and Title II's statutory and regulatory requirements. *See* 28 C.F.R. § 35.130(b); 34 C.F.R. §§ 104.4(b), 104.21-23, 104.37, 104.61 (incorporating 34 C.F.R. § 100.7(e)).

For example, suppose a student is diagnosed with severe asthma that is a disability because it substantially limits the major life activity of breathing and the function of the respiratory system. However, based on the evaluation, the student does not need any special education or related service as a result of the disability. This student fully participates in her school's regular physical education program and in extracurricular sports; she does not need help administering her medicine; and she does not require any modifications to the school's policies, practices, or procedures. The school district is not obligated to provide the student with any additional services. The student is still a person with a disability, however, and therefore remains protected by the general nondiscrimination provisions of Section 504 and Title II.

**Q12: Should school districts conduct FAPE evaluations as described in the Section 504 regulation for students who, prior to the Amendments Act, had health problems but might not have been considered persons with a disability?**

A: The answer depends upon whether, because of the health problem, that student has a disability and, because of that disability, needs, or is believed to need, special education or related services. A medical diagnosis alone does not necessarily trigger a school district's obligation to conduct an evaluation to determine the need for special education or related services or the proper educational placement of a student who does have such need. As explained in Q11, a student with a disability may not need any special education or related service as a result of the disability.

**Q13: Are the provision and implementation of a health plan developed prior to the Amendments Act sufficient to comply with the FAPE requirements as described in the Section 504 regulation?**

A: Not necessarily. Continuing with a health plan may not be sufficient if the student needs or is believed to need special education or related services because of his or her disability. The critical question is whether the school district's actions meet the evaluation, placement, and procedural safeguard requirements of the FAPE provisions described in the Section 504 regulation. For example, before the Amendments Act, a student with a peanut allergy may not have been considered a person with a disability because of the student's use of mitigating measures (*e.g.*, frequent hand washing and bringing a homemade lunch) to minimize the risk of exposure. The student's school may have created and implemented what is often called an "individual health plan" or "individualized health care plan" to address such issues as hand and desk washing procedures and epipen use without necessarily providing an evaluation, placement, or due process procedures. Now, after the Amendments Act, the effect of the epipen or other mitigating measures cannot be considered when the school district assesses whether the student has a disability. Therefore, when determining whether a student with a peanut allergy has a disability, the school district must evaluate whether the peanut allergy would be substantially limiting without considering amelioration by medication or other

measures. For many children with peanut allergies, the allergy is likely to substantially limit the major life activities of breathing and respiratory function, and therefore, the child would be considered to have a disability. If, because of the peanut allergy the student has a disability and needs or is believed to need special education or related services, she has a right to an evaluation, placement, and procedural safeguards. In this situation, the individual health plan described above would be insufficient if it did not incorporate these requirements as described in the Section 504 regulation.

The nature of the regular or special education and related services provided under Section 504 must be based on the student's individual needs. As noted in Q2 above, the student would also be protected from discrimination under Title II's statutory and regulatory requirements, as well as Section 504's general nondiscrimination provisions.

**Q14: Does the Amendments Act affect the situation in which a parent or guardian believes that his or her child has a disability and is not receiving special education or related services as described in the Section 504 regulation?**

A: As stated in Q4 above, students who were in the past determined not to have a disability may now, in fact, be found to have a disability. If a parent or guardian of a child with an impairment believes that the child may be a student with a disability and therefore requires services that he or she is not currently receiving in school, the parent or guardian can ask the school district to evaluate or reevaluate the child pursuant to the requirements of the Section 504 regulation. The evaluation would determine whether the child has a disability, and, if so, whether the child needs special education or related services. As noted in Q9 above, school districts must evaluate a child if that child needs or is believed to need special education or related services because of a disability.

If, as described in the Section 504 regulation, a child is receiving special education or related services that the parent or guardian believes are inadequate, the parent or guardian can request changes to the educational placement. If agreement cannot be reached, the parent or guardian may invoke the procedural safeguards set forth in 34 C.F.R. § 104.36<sup>15</sup> to address the child's needs and current educational placement.

**Q15: Does the Amendments Act require the Department to revise or create new Section 504 regulations to implement the Amendments Act?**

A: No. The Amendments Act does not require the Department to revise its existing Section 504 regulation or to create new regulatory provisions. Although the legislative history of the Amendments Act suggests that some members of Congress believed that a new or revised Section 504 regulation may be appropriate, nothing in the Section 504 statute or current regulation contradicts the Amendments Act.<sup>16</sup> As noted in Q2 above, the Amendments Act includes a conforming amendment to ensure that the definitions of disability under Section 504 and the ADA are interpreted identically. The Department of Justice (DOJ) has stated that it will be working with federal agencies, including the Department, to revise their Section 504 regulations to expressly reflect the changes made

by the Amendments Act and to provide guidance on their application. OCR continues to assess whether additional guidance or further publications are needed.

**Q16: Does OCR's enforcement activity reflect the changes made by the Amendments Act?**

A: Yes. OCR is enforcing Section 504 and Title II consistent with the changes to the legal standard made by the Amendments Act. Accordingly, OCR's enforcement reflects, for example, the broader interpretation of the definition of disability, the two nonexhaustive lists of major life activities, and the other Amendments Act requirements. The Amendments Act did not, however, alter OCR's case processing or the procedures that we use to investigate complaints, conduct compliance reviews, issue findings, and secure resolution agreements that remedy discriminatory policies or practices that we identify. For example, OCR will continue to follow the same procedures when addressing complaint allegations that a complainant files against the same school district with another Federal, state, or local civil rights enforcement agency or through a school district's internal grievance procedures. Additional information about OCR's case processing can be found in the OCR Case Processing Manual, available on our website at <http://www2.ed.gov/about/offices/list/ocr/docs/ocrcpm.html>. Title II complaints against public entities, including school districts, may also be filed with DOJ. Additional information about filing a Title II complaint with DOJ may be found at [www.ada.gov](http://www.ada.gov).

**Q17: Where can I find additional information or receive technical assistance concerning Section 504 and Title II in light of the Amendments Act?**

A: For further information about the Amendments Act and Section 504, please see "Protecting Students With Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities," which can be found at <http://www.ed.gov/about/offices/list/ocr/504faq.html>. Also, OCR offers technical assistance to recipients in complying with Section 504, Title II, and the other civil rights laws that we enforce. If you need additional information or assistance on these or other matters, please visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the contact information for the OCR enforcement office that serves your state or outlying area. Additional technical assistance and guidance can also be found on the DOJ's website at [www.ada.gov](http://www.ada.gov).

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<sup>1</sup> The U.S. Department of Education has determined that this document is a "significant guidance document" under the Office of Management and Budget's Final Bulletin for Agency Good Guidance Practices, 72 Fed. Reg. 3432 (Jan. 25, 2007), *available at*: [http://www.whitehouse.gov/sites/default/files/omb/assets/regulatory\\_matters\\_pdf/012507\\_good\\_guidance.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/regulatory_matters_pdf/012507_good_guidance.pdf). OCR issues this and other policy guidance to provide recipients with information to assist them in meeting their obligations, and to provide members of the public with information about their rights under the civil rights laws and implementing regulations that we enforce. OCR's legal authority is based on

those laws and regulations. This letter does not add requirements to applicable law, but provides information and examples to inform recipients about how OCR evaluates whether covered entities are complying with their legal obligations. If you are interested in commenting on this guidance, please send an e-mail with your comments to [OCR@ed.gov](mailto:OCR@ed.gov), or write to us at the following address: Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

<sup>2</sup> As a general rule, because Title II provides no less protection than Section 504, violations of Section 504 also constitute violations of Title II.

<sup>3</sup> ADA Amendments Act of 2008, Pub. L. No. 110-325, 122 Stat. 3553 (2008).

<sup>4</sup> 154 Cong. Rec. S8342, S8345 (daily ed. Sept. 11, 2008) (statement of the Managers).

<sup>5</sup> See Amendments Act, *supra* note 3, at § 7 (codified as amended at 42 U.S.C. § 12102).

<sup>6</sup> For the purposes of this document, when discussing Section 504, "related services" includes both related aids and related services.

<sup>7</sup> Congress believed that the functional limitation imposed by an impairment is irrelevant to the "regarded as" prong of the definition of disability. 154 Cong. Rec. S8342, 8346 (daily ed. Sept. 11, 2008) (statement of Managers).

<sup>8</sup> When harassing conduct based on disability is sufficiently serious that it creates a hostile environment, thereby denying or limiting a student's ability to participate in or benefit from a school's education program, it violates a student's rights under Section 504 and Title II. A school is responsible for addressing student-on-student harassment about which it knows or reasonably should have known. Schools should have well-publicized policies prohibiting harassment and procedures for reporting and resolving complaints that will alert the school to incidents of harassment. See Assistant Secretary for Civil Rights Russlynn Ali's "Dear Colleague" letter to recipients of Federal financial assistance concerning obligations to protect students from student-on-student harassment, *available at* <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html>.

<sup>9</sup> The EEOC's regulations implementing the Amendments Act, as it applies to employment, add reaching, sitting, and interacting with others as other examples of major life activities. See Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, *as amended*, 76 Fed. Reg. 16,978, 17,000 (Mar. 25, 2011) (to be codified at 29 C.F.R. pt. 1630) (EEOC Regulations).

<sup>10</sup> See EEOC Regulations, at 17,000 (adding special sense organs and skin, as well as functions of the cardiovascular, genitourinary, hemic, lymphatic, and musculoskeletal systems as examples of major bodily functions, and stating that these functions include the operation of an organ within a bodily system).

<sup>11</sup> The appendix to the Section 504 regulation clarifies that if a school district places a

student with a disability in a program other than its own, the school district remains financially responsible for the student with a disability, whether or not the other program is operated by a different school district or educational agency. 34 C.F.R. pt. 104, App. A § 104.33 at 407 (2010).

<sup>12</sup> For a discussion of obligations to provide FAPE under the IDEA, please visit <http://idea.ed.gov/>.

<sup>13</sup> Please see Q10 for further discussion of Section 504 procedural requirements in the FAPE context.

<sup>14</sup> See 154 Cong. Rec. S8342, 8346 (daily ed. Sept. 11, 2008) (statement of the Managers to Accompany S. 3406, The Americans with Disabilities Act Amendments Act of 2008).

<sup>15</sup> Please see Q10 above for further discussion of Section 504's procedural safeguards.

<sup>16</sup> For example, OCR interprets the Section 504 regulatory language defining "is regarded as having an impairment" in a manner that is consistent with the analysis described in the Amendments Act.