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Outreach Liaison  
760-255-6026

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Center**  
760-255-8800

MEMORANDUM

September 21, 2021

To: Parents/Guardians of BUSD Students  
From: Superintendent

Barstow Unified School District has two special education liaisons, one is bi-lingual in Spanish, to assist our parents and guardians in Section 504, Individualized Education Program (IEP), and any other meetings where evaluations, services, instruction, supports, and accommodations for student(s) with a disability[ies] or suspected of having a disability[ies] are discussed. These staff members are here to help our parents and guardians through the special education process, including by advocating on their behalf in school district meetings.

If you would like to request assistance from one of these staff members at an upcoming meeting, they can be reached at: BUSD Pupil Services Department (760) 255-6028 or by completing the online [Special Education 504 Liaison Request Form](#) and one of the following SpEd 504 liaisons will contact you:

Annette Holguin (annette\_holguin@busdk12.com)

Jesenia Hinson (bi-lingual Spanish liaison) (jesenia\_velasquez@busdk12.com)

The services of our special education liaisons are offered on a voluntary basis to parents, guardians, and students. Please note that parents and guardians may request or decline the assistance of a liaison at any meeting.

*\*The Special Education 504 Liaisons are protected under law from any retaliation for their advocacy and support of parents, guardians, and students with disabilities. Barstow Unified School Districts provides semi-annual Section 504 and special education rights training for the SpEd 504 Liaisons.*