

**PROCEDURAL SAFEGUARDS NOTICE**  
**SECTION 504 OF THE REHABILITATION ACT**

1. You have the right to inspect and review your child's educational records.
2. You have the right to receive a written notice of the proposed actions of the District's §504 Team regarding your child's identification, evaluation, educational placement and/or accommodations or services under §504.
3. You have the right to written notice of meetings to enable you to participate in meetings involving your child's identification, evaluation and /or placements a student with a disability.
4. You have the right to file a written complaint with the District's §504 Compliance Officer on matters involving allegations of discrimination based on a disability, including harassment, and/or alleged violations of your child's right to a free and appropriate public education. Upon filing a Complaint with the District's Compliance Officer, he/she will conduct a full investigation and provide a prompt resolution.

**The District's 504 Compliance Officer is:**

**Mrs. Kerri A. Canzone-Ball, Director of Special Education**  
**Ballston Spa Central School District**  
**70 Malta Avenue**  
**Ballston Spa, New York 12020**  
**518-884-7195 ext. 1336**

5. Alternatively, you have the right to request an impartial hearing, if you disagree with the recommendation of the §504 Team relating to the identification, evaluation, educational placement or accommodation plan. Such requests must be in writing with a statement describing the nature of the problem and possible resolution.
6. Your rights at a due process hearing include:
  - The right to present evidence and witnesses,
  - The right to cross-examine witnesses and review evidence submitted by the District,
  - The right to representation by counsel
7. As another alternative, you may file a Complaint involving the District's compliance with its obligations under §504 to the United State Department of Education at the following address:

**United States Department of Education**  
**Offices of Civil Rights**  
**Region II**  
**32 Old Slip, 26<sup>th</sup> Floor**  
**New York, New York 10005**  
**Telephone: 646-428-3900**  
**Fax: 646-428-3890**