

**PASADENA UNIFIED SCHOOL DISTRICT**  
 Child Welfare and Attendance

SECTION 504 PLAN DISTRIBUTION NOTICE
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<b>DATE:</b>	
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<b>TO:</b>	<b>Names/Titles of staff designated to receive copies of the student’s Section 504 Plan</b>

<b>FROM:</b>	
	<b>Administrator/School Section 504 Designee</b>

<b>REGARDING THE FOLLOWING STUDENT:</b>					
<b>Name</b>				<b>Grade</b>	
<b>Date of Birth</b>		<b>School</b>			

**Attached is a copy of the Section 504 Plan (developed by the Section 504 team) for the above named student that must be implemented by the person(s) responsible as indicated in the Section 504 Plan.** It is imperative that the accommodations as written in the Section 504 Plan be fully implemented to be in compliance with District policy and Section 504, a federal law that establishes protections for students with disabilities.

Please be advised that failure to comply with District policy regarding the implementation of a Section 504 plan or the disregard of the protected rights of a student with disabilities may result in disciplinary action. Be aware that, under federal law, personal civil rights suits may be filed on behalf of students against individual District employees who fail to comply with the law and mandates set forth under Section 504. In addition, failure to comply with Section 504 law regarding the implementation of a Section 504 Plan or the disregard of the protected rights of a student with disabilities may result in a complaint investigation and ruling by the United States Department of Education, Office for Civil Rights (OCR). Such a ruling could result in the loss of District federal funds.

If you have any questions or need assistance, please feel free to contact me.