

## **Requests for Disability Accommodation by Parents/Guardians and Community Members**

Requests for disability accommodation, including reasonable modifications to policies, procedures, and practices, by or on behalf of parents/guardians or other community members must be made in writing to the District's Section 504/ADA Coordinator or his/her designee, whose contact information can be found in the District's Notice of Nondiscrimination on the District's website. The request must include a description of the following:

- The name and contact information (phone, email address, and postal address) for the person seeking accommodation or his/her authorized representative;
- The nature of the disability at issue and how it affects the person's ability to participate in specified District services, programs, and/or activities, including the barriers or problems that the person has experienced due to his/her disability;
- The specific accommodation(s) requested; and
- How the accommodation(s) requested would enable the individual to participate in the specific District services, programs, and/or activities.

Requests for accommodation sought for meetings or other events scheduled for a specific time should be made in writing at least five (5) business days in advance of the event, or if such notice is not feasible, as soon as reasonably possible prior to the time of the event.

The Section 504/ADA Coordinator or designee will review the request, investigate as appropriate, and engage the person requesting accommodation in an interactive process to resolve the request. In considering whether a reasonable modification to District policy, procedure, or practice will be provided, the District will engage in an individualized inquiry to determine whether the modification is necessary.

Within five (5) business days of receiving the request, the Section 504/ADA Coordinator or designee will contact the person making the request orally or in writing to either (1) respond or (2) ask for additional information (including medical information) if it is necessary to determine whether the person is a qualified individual with a disability and what accommodation(s) may be needed. The Section 504/ADA Coordinator or designee will not ask the person for additional medical information if the nature of the disability or need for accommodation is known or obvious. Any request for medical information will be narrowly tailored.

The Section 504/ADA Coordinator will respond to the requester in writing within fifteen (15) business days of the request, stating whether the request is granted, or whether the request is denied and the reason for the denial. If the decision is made to deny the request, the Section 504/ADA Coordinator will also state whether an alternative accommodation will be provided. If the request for accommodation is complex or cannot otherwise be resolved within fifteen (15) business days, the Section 504/ADA Coordinator will inform the requester of the estimated time for the District's response and the rationale for the extension.

A parent/guardian or other community member who is dissatisfied with the decision of the Section 504/ADA Coordinator or designee regarding a request for accommodation may appeal that decision using the process in District Procedure 3210P.

The Section 504/ADA Coordinator or designee will maintain a file or database for all accommodation requests made under this procedure. Such file or database will contain at least the following information regarding each request received: (1) date received by the District; (2) nature of the request and any supporting documents provided; (3) outcome of the request, including the reason(s) for alternative accommodations or denial of the request; (4) the date of communication from any individual indicating concerns with the provision or effectiveness of the accommodations provided; and (5) the steps taken by the District to engage in an interactive process to resolve such concerns. Records pertaining to requests for accommodation will be kept confidential to the extent consistent with applicable federal and state laws and regulations.

Initially Adopted: October 11, 2021