

Section 504 Resolution Agreement

Training Details

Under the Section 504 Resolution Agreement, all LEA key administrators and critical staff involved in the oversight for or identification, evaluation and placement of students under Section 504 and Title II of the Americans with Disabilities Act **must complete training by June 1, 2012 and submit evidence of that training to OCR by June 20, 2012.**

GaDOE scheduled four webinar sessions that will meet this training requirement. Please note, attendance at **one** of these training sessions by LEA key administrators and critical staff will satisfy this training requirement. These webinar sessions will include the opportunity to ask questions of OCR staff. You may ask a question at the designated time during the session, or you may email your question in advance to legal.services@doe.k12.ga.us. The webinar sessions will be held:

Date and Time	Link to Access the Webinar
Tuesday, May 1 9 –10 a.m.	https://sas.illuminate.com/m.jnlp?sid=2012003&password=M.A006A7719CE3A18F1B9B131111D9DA
Wednesday, May 9 10 –11 a.m.	https://sas.illuminate.com/m.jnlp?sid=2012003&password=M.B4E6DA6CA3FC2C85B147F4AA28FFC5
Monday, May 14 11 a.m. – 12 p.m.	https://sas.illuminate.com/m.jnlp?sid=2012003&password=M.A549C5DE73B46184942E0E6C4FCFCA
Thursday, May 31 2 – 3 p.m.	https://sas.illuminate.com/m.jnlp?sid=2012003&password=M.8F216F03ABC50861C646141CCC1CE5

If LEA key administrators and critical staff are unable to attend one of the above training sessions, it is the responsibility of your LEA to schedule appropriate training and notify OCR accordingly. LEAs may submit evidence of Section 504 training that has taken place within a year of the signing of the Section 504 Resolution Agreement (September 30, 2011) to satisfy the training requirement. If the training is not provided by OCR, the LEA must provide OCR a list of names, positions and/or job titles of the persons that attended the training, as well as the content of the training, and name and credentials of the trainer. LEAs should submit this information to OCR prior to the completion of the training sessions scheduled above. Doing so would allow your key administrators and critical staff to attend one of the training sessions above in the event OCR determines that the previous training did not cover the necessary information required under the Section 504 Resolution Agreement.

After attending a training session by OCR, you must provide OCR with a list of names, positions and/or job titles of the persons that attended the training. GaDOE has created a form that you may wish to use when submitting this information to OCR. Use of this form is encouraged, but not required. You may find the form on the next page of this document, as well as on GaDOE's website entitled "Section 504 Training Report" at the following link: <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Student-Support-Teams/Pages/default.aspx>

Evidence of completed training should be sent by **June 20, 2012** to:

U.S. Department of Education
Office for Civil Rights
ATTN: Vicki Lewis
61 Forsyth Street S.W. Suite 19T10
Atlanta, GA 30303
vicki.lewis@ed.gov

AND

Georgia Department of Education
Office of Legal Services
2052 Twin Towers East
205 Jesse Hill Jr. Drive
Atlanta, GA 30334
legal.services@doe.k12.ga.us

Section 504 Resolution Agreement Training Report

Name of LEA: _____

LEA's Contact Person for Section 504: _____

In accordance with the Section 504 Resolution Agreement, key administrators and critical staff involved in the oversight for or identification, evaluation, and placement of students under Section 504 and Title II of the Americans with Disabilities Act (ADA) participated in training regarding the regulatory requirements of Section 504 and the ADA. The training was:

Conducted By: _____

On: _____ [date].

The following individuals participated in the training (please attach additional names if necessary):

Name	Position / Job Title

I hereby certify that the above-listed individuals participated in the training as described above.

Signature: _____
[by the LEA superintendent or authorized designee]

Please submit by June 20, 2012 via email or U.S. mail to:

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