



SWALLOW SCHOOL DISTRICT
INSPIRING EXCELLENCE SINCE 1844
W299 N5614 County Rd. E
Hartland, WI
53029

Dr. Jill Ries
Superintendent

Mrs. Holly Heard
Director of Special Education

Swallow School District- Child Find

Swallow School District Annual Notice of Section 504 Referral and Evaluation Procedures

Upon request, Swallow the School District is required to evaluate a child for eligibility for Section 504 accommodations. Section 504 is a federal Civil Rights Statute enacted to ensure non-discrimination against persons with disabilities. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint a Section 504 team to determine if the child has a mental or physical impairment that substantially limits a major life activity and if a child needs a regular education accommodation plan. The district locates, identifies, and evaluates all children with a suspected impairment who are enrolled by their parents in private (including religious) schools, elementary schools, and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a suspected mental or physical impairment, has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a mental or physical impairment may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person suspects the child is a child with a mental or physical impairment. A referral may be made by contacting Greta Wollmer, District Section 504 Coordinator and School Psychologist, Swallow School District, at 262-367-2000 Ext. 119 or by email at wollmerg@swallowschool.org. Swallow School District is located at W299 N5614 County Road E, Hartland, WI 53029.

The Swallow School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has (have) been designated to handle inquiries regarding the non-discrimination policies:

Holly Heard
Director of Special Education
W299 N5614 County Road E
Hartland, WI 53029
(262)367-2000 Ext. 164

Jill Ries
Superintendent
W299 N5614 County Road E
Hartland, WI 53029
(262)367-2000 Ext. 108

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.