

**Ballston Spa Central School District
Office of Special Education
70 Malta Avenue
Ballston Spa, New York 12020
518-884-7195 ext 1336**

PROCEDURAL SAFEGUARDS NOTICE FOR 504

1. You have the right to inspect and review your child's educational records.
2. You have the right to receive a notice of proposed actions or inactions by the District's 504 team related to your child's eligibility, evaluation, educational placement and/or accommodations or services.
3. You have the right to file a written complaint with the District's 504 Compliance Officer if you disagree with a recommendation of the 504 Team or are challenging the District's compliance with 504 procedures. The District's 504 Compliance Officer will investigate the alleged violation of law and provide a prompt and equitable resolution to the complaint.

The District's 504 Compliance Officer is:

**Director of Special Education
Ballston Spa Central School District
70 Malta Avenue
Ballston Spa, New York 12020
518-884-7195 ext 1336**

4. You have the right to request an impartial hearing if you disagree with the recommendation of the 504 Team related to your child's eligibility, evaluation and educational placement and/or services. Such requests must be in writing with a statement regarding the nature of the problem and possible resolution. Your rights at a due process hearing include the right to present evidence and witnesses, to cross-examine witnesses and review evidence submitted by the District, and to be represented by Counsel at the hearing. The request for an impartial hearing must be directed to the District's 504 Compliance Officer listed in paragraph # 3 above.
5. You have the right to direct inquiries about compliance with the District's 504 policies 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, 26th Floor
New York, New York 10005
Telephone: 646-428-3900
Fax: 646-428-3890**