Westford Public Schools
Notice of Parents'/Caregivers' and Students' Rights Under Section 504

You have the following rights:

1. To receive a copy of this notice when the District takes any action regarding the identification, evaluation, and placement of a student pursuant to Section 504;

2. To examine all relevant records relating to decisions regarding your child's identification, evaluation and educational placement;

3. To request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, or educational placement with participation by you and representation by counsel (at private expense). In order to request an impartial hearing, please contact the District's Section 504/ADA Coordinator listed below; and

4. To appeal the decision of the impartial hearing officer to a court of competent jurisdiction.

The School-based Section 504 Liaison is:

Your school's Assistant Principal/Student Support Leader
(Find your Student Support Leader Under "Contact Us")

If your concerns are unresolved, you may also contact the School District Section 504 Coordinator. The School District Section 504 Coordinator is:

Melissa Boylan
Director of Special Education and Social Emotional Learning
mboylan@westfordk12.us
978-692-5560 x 2111

The parents' and student's right to an impartial hearing is available at the

Massachusetts Bureau of Special Education Appeals,
Division of Administrative Law Appeals,
One Congress Street, 11th Floor,
Boston, Massachusetts 02114
(617) 626-7200.

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