ANN ARBOR PUBLIC SCHOOLS
LEAD. CARE. INSPIRE.

Notice of Section 504 Rights and Procedural Safeguards

The following is a brief summary description of the rights provided by Section 504 of the Rehabilitation Act of 1973 to students with disabilities, or suspected disabilities, and some related rights provided by Title VI of the Civil Rights Act of 1964 and the Family Educational Rights and Privacy Act. The intent of the law is to keep you fully informed about decisions concerning your child and to inform you of your rights in the event you disagree with any decisions concerning your child. You have the right to:

Parents have the following rights under Section 504:

1. Have the District advise you of your rights under federal law;

2. Receive notice with respect to Section 504 identification, evaluation, and/or placement of your child;

3. Have an evaluation and placement decision for your child based upon information from a variety of sources and which is made by a team of persons knowledgeable about the student, the meaning of evaluation data, and placement options;

4. Have your child receive a free appropriate public education, which is the provision of regular or special education and related aids and services that are designed to meet individual educational needs of your child as adequately as the needs of students without disabilities are met, if the child is Section 504 eligible; If your child is Section 504 eligible, your child also has the right to have the District make reasonable accommodations to allow your child to an equal opportunity to participate in school and school-related activities;

5. Have your child be educated with non-disabled students to the maximum extent appropriate, if the child is Section 504 eligible;

6. Have your child take part in and receive benefits from the District without discrimination on the basis of disability;

7. Have your child educated in facilities and receive services comparable to those provided to non-disabled students;

8. Examine all relevant records of your child, including those relating to decisions about your child's Section 504 identification, evaluation, educational program, and placement; and obtain copies of those records at a reasonable cost, unless the fee would effectively deny you access to the records;

9. Receive a response from the District to reasonable requests for explanations and interpretations of your child's records;

10. Receive information in your native language and primary mode of communication;

11. Have a periodic re-evaluation of your child, including an evaluation before any significant change of placement;

12. Have your child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District;

13. Request and participate in an impartial due process hearing regarding the identification, evaluation, or placement of your child, including a right to be represented by counsel (at your own expense) in that process and to appeal an adverse decision;

14. File a complaint in accordance with the District's grievance procedures or with the U.S. Department of Education, Office for Civil Rights.

GRIEVANCE PROCEDURE

A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights.[1] The District has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973 and/or Title II of the Americans with Disabilities Act of 1990.

Step 1: A person who believes that he/she has been discriminated against by the District is encouraged, but is not required, to discuss the matter informally with the appropriate building principal (in the case of a student) or his/her immediate supervisor (in the case of an employee).[2] The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2: If the process detailed in Step 1 does not resolve the matter or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the District Section 504 Coordinator who will investigate the complaint.[3] The complaint shall complete and sign the District's grievance form and include:

1. The grievant's name and contact information;
2. The facts of the incident or action complained about;
3. The date of the incident or action giving rise to the complaint;
4. The type of discrimination alleged to have occurred; and
5. The specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted.

An investigation of the complaint will be conducted within 10 business days

[1] The OCR office for Michigan is located at:
1244 Speer Boulevard, Suite 310 Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

[2] If the building principal or the immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the District Section 504 Coordinator.

[3] If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent who will appoint another administrator to conduct the investigation.

following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of the relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

Step 3: If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the Superintendent of Schools within 10 business days after receipt of the written disposition. The Superintendent or his/her designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The District hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize the above mentioned Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the District 504 Coordinator:

Concetta Lewis, Assistant Superintendent
Office of Special Education
lewisc@aaps.k12.mi.us
(734) 417.6488

I, _____ acknowledge that I have received and reviewed this document.

_____
Name of Parent/Guardian/ Surrogate or Adult Name of Student

_____
Signature of Parent/Guardian/ Surrogate or Adult

_____
Date

Updated 2/2026