

SITE OPERATIONS CIRCULAR NO. 1036
Office of the Deputy Superintendent

SAN DIEGO CITY SCHOOLS

Date: April 10, 2006

To: Principals, Division and Department Heads

Subject: SHORT-TERM 504/ADA ACCESS ACCOMMODATIONS
FOR STUDENTS WITH TEMPORARY DISABILITIES

**Department and/or
Persons Concerned:** Principals, Site Administrators, Site 504 Coordinators,
Student Study Team Members

Due Date: None

Reference: None

Action Requested: Please share information with appropriate staff.

Brief Explanation:

Access accommodations for students with disabilities, including temporary disabilities, must be Americans With Disabilities (ADA) compliant. Upon learning that a student may need access accommodations to classrooms or parts of the school campus, consider:

- a. exploring alternative access accommodations such as temporarily changing the student's program to an accessible classroom(s), moving the student's class to an accessible classroom, etc.
- b. informing and consulting with the site school nurse or Special Education Itinerant Nurse (SEIN)
- c. consult with the 504/ADA committee.

If a ramp is necessary, please submit a Request for Service (RS) as soon as possible to Maintenance and Operations (M & O) for processing. Indicate in the text of the request that this is an ADA matter and include the name of the student needing access. There is approximately a six (6)-week time frame from the receipt of the RS to the installation of a ramp.

Under no circumstances, except in "extraordinary situations," may a student be carried (OCR Policy Interpretation, No. 4, 43 Fed. Reg. 36035 [August 14, 1978]; OCR Staff Memorandum, 17 IDELR 613 [17 EHLR 613] [OCR 1991]; OCR Staff Memorandum, supra. See Grangeville (ID) Joint District No. 241 IDELR 1139 [OCR 1994]).

For additional information you may call Sally Tucker, District Section 504 Coordinator, at (858) 627-7583.

Shirley Culver
Program Manager
Mental Health Resource Center

APPROVED:



Geno Flores
Deputy Superintendent

SC:ldr

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