

**OASIS Title: Annual Training for Section 504 Implementation**

**Item Type (circle the correct one)**

- **Site To Do:** this includes PD opportunities for employees, internal job postings, employee-level grant opportunities etc.
- **Staff Opportunity:** This includes approved community events, scholarship opportunities for students, and other student and family opportunities. Please share, as applicable with school community members.
- **Student/Family Opportunity:** This includes timebound items that must be completed by school sites or central offices. *\*\*Note: These items are approved by LEAD prior to posting to ensure appropriateness of ask, timing and clarity. You will be notified if your item is declined or needs modifications. Stay tuned re: Site To Do Google Tracking Sheet (in prototype phase).*
- **Important to Know** This includes information items that are critical for staff to know. Examples include policy updates, benefits changes, systems changes or outages, etc .
- **FYI/News** This includes informational items that may benefit staff in different ways.

Priority Level (Site to do's ONLY) – NOT REQUIRED – circle the right one if appropriate

- High
- **Medium**
- Low

**DESCRIPTION**

**WHAT:** Annual Training for Section 504 Teams – New and Returning Coordinators at Elementary and Secondary levels

**WHO:** Section 504 Team members are invited. **REQUIRED** for Section 504 Site Coordinators. *Each school site is required to identify at least one Section 504 Site Coordinator.*

Training **REQUIRED** for ES/MS/K-8 School Social Workers and ES/MS/K-8/HS School Nurses

Training encouraged for Counselors, Administrators, and other Support Staff

**WHEN:**

September 20, 8:30 am – 3:30 pm **NEW** Elementary/EED Section 504 Site Coordinators

September 21, 8:30 am – 12:30 pm **Returning** Elementary Section 504 Coordinators

September 27, 8:30 am – 12:30 pm **Returning** Secondary Section 504 Coordinators

September 28, 8:30 am – 3:30 pm **NEW** Secondary Section 504 Coordinators

[Registration Link](#)

**WHERE:** School Health Programs, 1515 Quintara Street

**WHY:** This training provides information on legally mandated Section 504 procedures, recommendations for individual accommodations and implementation strategies. An updated Section 504 Resource Guide will also be shared. Trainings have been differentiated by experience of Coordinator and by level. Please attend the training that best meets your needs.

[Click for help about adding basic HTML formatting.](#)

Describe the item in as much detail as needed. Include links to further information. Site To Do's should include both info on how to complete and how to submit.

TIP: Use IE or <https://wordtohtml.net/> to effectively format your text.

**Helpful Link (1):**

**Type the web address:**

<https://sites.google.com/sfusd.edu/504coordinatorportal/coordinator-training>

**Type the description:**

Provide links to helpful websites and/ or docs in Google Drive (follow Google Drive Sharing Recommendations).

**Helpful Link (2):**

**Type the web address:**

**Type the description:**

Provide links to helpful websites and/ or docs in Google Drive (follow Google Drive Sharing Recommendations).

**Helpful Link (3):**

**Type the web address:** [www.healthiersf.org](http://www.healthiersf.org)

**Type the description:**

Provide links to helpful websites and/ or docs in Google Drive (follow Google Drive Sharing Recommendations).

**From Department:** \* Student, Family and Community Support Department

**From Subunit:** School Health Programs Office

**Site Level**

- EED
- ES
- K8
- MS
- HS
- Central Office

Select all that apply. Site Level choice should reflect where your potential audience works. Target audiences can be specified in the description, as needed.

**Audience**

- Teachers
- Other Certificated
- Administrators
- School Classified Staff
- Central Office Staff

[may not be applicable] Select all that apply. Specify target audiences in the description, if applicable.

**Event Start Date and time**

September 20, 2017

Specify event start date and time, if applicable. Also complete the Event End field.

**Event End Date and Time**

September 28, 2017

Specify the date and time your event ends, if applicable. If your event occurs over multiple days, the Event Start field should indicate the starting date and time and this Event End field should indicate the final date and end time.

**Due Date:**

REQUIRED for a Site To Do. OPTIONAL for Staff or Student/ Family Opportunities (e.g., deadline for registration, application, expression of interest, etc.) Specify the time in the description, if applicable.

**Contact for more information:**

Michele McAdams, Section 504 District Coordinator, [mcadams@sfusd.edu](mailto:mcadams@sfusd.edu)

School Health Programs (415)- 242-2615

<https://sites.google.com/sfusd.edu/504coordinatorportal/coordinator-training>

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Provide name, email address, phone number, website, or other relevant info.

**Archive Date:**

**9/29/2017**

When is this posting no longer relevant? It will be available in the Archives view.

**Leadership Approval: Kevin Truitt**