

SITE OPERATIONS CIRCULAR NO. 1009

Office of the Chief Student Services Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 10, 2013

To: Principals, Division and Department Heads

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

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

Due Date: As necessary.

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 Act (ADA) compliant. Upon learning that a student may need physical 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 cluster nurse.
- c. consulting 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.*

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 [17EHLR 613] [OCT 1991]; OCT Staff Memorandum, supra. See Grangeville (ID) Joint District No. 241 IDELR 1139 [OCR 1994]).

For additional information you may call Michelle Crisci, District Section 504 Coordinator, at (619) 725-7225.

Site Operations Circular No.
Office of the Chief Student Services Office
Page 2

APPROVED:

A handwritten signature in cursive script that reads "Joe Fulcher".

Joe Fulcher
Chief Student Services Officer

MC:lc

Distribution: Lists A, D, E and F