

Section 504 Compliance Coordinator

(non-exhaustive list of self-training resources)

Self-training

For self-training, our office suggests reviewing the following training resources, to start. Whether attending a live training or reviewing written materials, Section 504 Coordinators should maintain documentation of any relevant training they complete. Documentation of training should include training materials, certificates of attendance, agendas, or attestations of self-training—with a list of materials noted, along with approximate dates of review.

Section 504 Compliance Coordinators

Section 504 Compliance Coordinators are welcome to adapt the Civil Rights Coordinator [Training Report](#) for tracking and reporting relevant Section 504 training. Other resources worth reviewing include:

- [OSPI Sample Section 504 Coordinator Job Description](#) (last updated July 2014)
- OSPI Website: [504 Plans and Students with Disabilities](#) (OSPI 2021) – includes list of relevant OCR guidance, sample forms, FAQs, and other resources.
- OSPI Guidelines: [Students with Disabilities](#) (OSPI 2/2012)
- [Parent and Educator Resource Guide to Section 504 in Public Elementary and Secondary Schools \(PDF\)](#) (OCR 12/2016)
- [ADHD and Section 504: Dear Colleague Letter and Resource Guide \(PDF\)](#) (OCR 7/2016)

