

Due Process

*Section 504 of
The Rehabilitation Act of 1973*



Montgomery County Public Schools
Rockville, Maryland

The following is a summary of the rights granted by federal law and the Montgomery County Public Schools (MCPS) Regulation ACG-RB to students with disabilities who qualify under Section 504.

Under Section 504, you have the right to—

1. Have your child take part in, and receive benefits from, public education programs without being discriminated against on the basis of her/his disability;
2. Receive notice with respect to identification, evaluation, reevaluation, or placement/program decisions involving your child;
3. Have your child receive a free appropriate public education. This includes the right to be educated with students who do not have disabilities to the maximum extent appropriate;
4. Have your child afforded an opportunity, equal to that of students who do not have a disability, to participate in school programs and extracurricular activities sponsored by the school;
5. Have identification, evaluation, and placement/program decisions made based upon information from a variety of sources, and by persons who know the needs of the student and the meaning of evaluation data and placement/program options;
6. Examine your child's educational records and obtain a copy of those records pursuant to law and MCPS Regulation JOA-RA;
7. Seek resolution of issues if you are dissatisfied with any decision regarding the identification, evaluation, or placement/program of your child.
 - You may request a Section 504 review by contacting the Section 504 Coordinator in the MCPS Department of Student Services.
 - You may request mediation through the Maryland Office of Administrative Hearings by contacting the

MCPS Section 504 coordinator. Mediation allows for parents to be active partners while negotiating an agreement.

- You may request a Section 504 hearing through the Maryland Office of Administrative Hearings by contacting the Section 504 coordinator. The hearing would be conducted by an administrative law judge. The hearing provides opportunity for participation by the parents, representation by counsel, and the procedural rights set forth in the MSDE Parental Rights: Maryland Procedural Safeguards Notice. Either party may appeal the decision of the hearing officer and request a review of that decision.
- In addition, you may contact the Office for Civil Rights in the U.S. Department of Education at 215-656-8541.

The person who is responsible for monitoring MCPS compliance with Section 504 is the—

Section 504 Coordinator
Department of Student Services
850 Hungerford Drive
Rockville, MD 20850

Telephone: 301-279-3912
TDD/TTY: 301-279-3323.



Remove to acknowledge receipt of document by parent.
Place in the student's confidential file.

I, _____, hereby acknowledge receipt of *Section 504 of the Rehabilitation Act of 1973: Due Process Safeguards Information*.

Signature, Parent/Guardian

_____/_____/_____
Date

This document is available in an alternate format, upon request, under the Americans with Disabilities Act, by contacting the Public Information Office, at 850 Hungerford Drive, Room 112, Rockville, MD 20850, or by phone at 301-279-3391 or via the Maryland Relay at 1-800-735-2258.

Individuals who need sign language interpretation or cued speech transliteration in communicating with Montgomery County Public Schools (MCPS) may contact Interpreting Services in the Deaf and Hard of Hearing Program at 301-517-5539.

MCPS prohibits illegal discrimination on the basis of race, color, gender, religion, ancestry, national origin, marital status, socioeconomic status, age, disability, physical characteristics, or sexual orientation. Inquiries or complaints regarding discrimination or Title IX issues such as gender equity and sexual harassment should be directed to the Office of the Deputy Superintendent of Schools at 301-279-3126, via the Maryland Relay at 1-800-735-2258, or addressed to that office at 850 Hungerford Drive, Room 129, Rockville, MD 20850.



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Due Process Safeguards Information

Student's Name: _____

School: _____

Grade: _____