



Student Services Department
200 North Monroe
Eugene, Oregon 97402

August 18 , 2022

Dear Parents and Guardians,

Welcome back to the school year! We have had some exciting developments in our district and this letter will highlight some of those developments that pertain to Section 504.

As you know, Section 504 of the Rehabilitation Act has two distinct pieces, or “steps” to it - the first is determining 504 eligibility for anti-discrimination protection, the second is determining the need for an accommodation plan.

It is possible for a student to qualify for eligibility but not need a plan.

To differentiate between these two steps as well as to provide accommodations appropriate for a grade level, we are continuing the following practices:

- If your child is in grades 2, 4, 6, 9 or 11 the district will initiate a review of the Accommodation Plan. It is important that accommodations support the current learning environment. If your child is not in one of those grades, we will not be in touch to set up a review.
- However, you or any member of the team can request a 504 Accommodation Plan review at any time.
- By law, we must conduct “periodic” reevaluations for 504 eligibility. Our district has decided to conduct these reevaluations **every three years** (or sooner if the disability changes). We need to look at multiple points of data (similar to how we conducted the initial evaluation) and will be asking you and if appropriate, your student for your input. When we meet to review the reevaluation and determine continued eligibility, we will also review any current accommodations to ensure they support current data.

To assist us in these efforts, the district will be utilizing support from four key individuals. These “Regional 504 CMAs” will be supporting each of the regions in 4j. If you have questions regarding reviewing your student’s 504 plan, please contact the CMA listed for your region **in addition to** your school counselor.

North Region - Sasha Hansen hansen_s@4j.lane.edu

South Region - Katie Anderson anderson_ka@4j.lane.edu

Sheldon Region - Bre Piper piper_b@4j.lane.edu

Churchill Region - Tori Pearce pearce_t@4j.lane.edu

Sincerely,

Della W. Thomas, Ed.D.
Eugene 4J 504 Coordinator