



SECTION 504 OF THE REHABILITATION ACT PROCEDURAL SAFEGUARDS

No qualified student with a disability in Loudoun County Public Schools (“LCPS”) shall, on the basis of that disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity offered by the school division. With respect to actions regarding the identification, evaluation, and placement of students with disabilities under Section 504, the following procedural safeguards shall be provided:

- 1) the right to receive notice of any proposed actions related to the identification, evaluation, or educational placement of your child;
- 2) the right to examine all relevant records of your child;
- 3) the right to an impartial hearing, with participation by you and representation by your counsel, for disputes concerning the identification, evaluation, or educational placement of your child; and
- 4) the right to review an impartial hearing officer’s final decision if you disagree with that decision.

The Section 504 Coordinator for Loudoun County Public Schools is the Director of Diagnostic & Prevention Services. Eligibility Services coordinates compliance with Section 504. Please contact Eligibility Services at 571-252-1016 regarding any questions related to Section 504. Please note that all grievances alleging an act of discrimination and requests for an impartial hearing and review must be in writing and submitted to the Section 504 Coordinator at the following address:

Section 504 Coordinator
Loudoun County Public Schools
21000 Education Court
Ashburn, Virginia 20148

More specific information about Section 504 procedures is contained in LCPS’ Section 504 Procedure Manual related to the identification, evaluation, and placement of school-age students and for the prompt and equitable resolution of complaints with respect to any alleged discrimination on the basis of disability for such students. Additional information is also available in Regulation 8030-1.