

**CHPS SECTION 504
PROCEDURAL SAFEGUARDS NOTICE**

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA), as amended, Colonial Heights Public Schools provides you with the following procedural safeguards in relation to your child:

1. You have a right to receive a copy of this notice upon the school division's identification, evaluation, refusal to provide an evaluation, educational placement, denial of an educational placement of your child, and before any significant change in your child's educational placement.
2. You have the right to an opportunity to examine relevant records of your child.
3. You have the right to file a grievance with the school division over an alleged violation of the Section 504 regulations.
4. You have 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.
5. You have the right to a review of an impartial hearing officer's final decision if you disagree with that decision.

The Section 504/ADA Coordinator for the school division is Christy George and may be contacted at the following telephone number: 804.524-3445. Please contact the Section 504/ADA Coordinator regarding any questions related to Section 504 or the ADA. All grievances, requests for an impartial hearing, and requests for a review must be in writing and submitted to the Section 504/ADA Coordinator at the following address:

Christy George
3451 Conduit Road
Colonial Heights, VA 23834
(804) 524-3445