Mandatory 504 Coordinator Training
As noted in the August 30 edition of Principals Digest, and in accordance with Chancellor’s Regulation A-710 (Section 504 Policy and Procedures for Students), every principal is required to appoint a school-based 504 coordinator. You, or your designee, must appoint your 504 coordinator in Galaxy by September 12 and in your school’s Consolidated Plan before September 30.

All 504 coordinators are required to complete the 2022–2023 504 Coordinator Training (approximately 90 minutes long) by September 22. Please note that this training is to ensure your appointed 504 coordinator understands the responsibilities of that role, and important timeframes and steps in the 504 process that must be followed to ensure students with disabilities receive necessary accommodations. You must allocate time during the 504 coordinator’s workday for them to complete this training. Additionally, you and your designee are strongly encouraged, but not required, to complete this training.

You and your designee, including 504 coordinators, can enroll and access the training by logging in using DOE credentials. Note that 504 coordinators appointed in Galaxy, and any staff who enroll in the training using the course link, will receive an email from WeLearn inviting them to complete the training. 504 coordinators must also complete at least one diabetes care training annually (by the deadlines described for identified staff), when it is held for your school staff.

For questions, contact your health director. Note that your health director will also share important information about 504 coordinator responsibilities with you via email before September 8.