

# FLORIDA DEPARTMENT OF EDUCATION



## STATE BOARD OF EDUCATION

---

F. PHILIP HANDY, *Chairman*

T. WILLARD FAIR, *Vice Chairman*

### *Members*

SALLY BRADSHAW

LINDA J. EADS, ED.D.

CHARLES PATRICK GARCÍA

JULIA L. JOHNSON

WILLIAM L. PROCTOR, PH.D.

JIM HORNE  
Commissioner of Education



## CONTACT PERSONS

**Name:** Mary Jo Butler  
Rich Downs  
**Phone:** (850) 245-079  
(850) 922-3732  
**Suncom:** 205-0479  
292-3732  
**Email:** [MaryJo.Butler@fldoe.org](mailto:MaryJo.Butler@fldoe.org)  
[rdowns@tempest.coedu.usf.edu](mailto:rdowns@tempest.coedu.usf.edu)

**DPS:** 04-064

## MEMORANDUM

**TO:** District School Superintendents

**FROM:** Jim Warford

**DATE:** January 15, 2004

**SUBJECT: A PARENT AND TEACHER GUIDE TO SECTION 504: ANSWERS TO COMMON QUESTIONS**

We are pleased to provide you with a copy of "A Parent and Teacher Guide to Section 504: Answers to Common Questions." This brochure presents information for families and educators regarding the provision of education under Section 504 of the Rehabilitation Act of 1973. This law specifically prohibits discrimination against students with disabilities and guarantees them a free and appropriate public education. The brochure introduces Section 504 and the processes required for the provision of education and considerations afforded students with disabilities.

Under separate cover, your district Student Services Director will receive copies of the brochure for each school. A camera-ready copy of the brochure is also available on the DOE homepage at <http://myfloridaeducation.com/commhome/pub-home.htm>. We encourage you to share this document with community members and school personnel who need basic knowledge of Section 504 and its implications for those students with disabilities who are eligible

JIM WARFORD  
*K-12 Chancellor*

District School Superintendents  
January 15, 2004  
Page Two

A more comprehensive document regarding Section 504 will be published by the Department of Education in the near future. This future document will provide more specific information regarding Section 504 and the delivery of services to students with disabilities for district and school personnel and other individuals with the responsibility for implementation and provision of education and services for all students with disabilities.

If you have questions or need additional information regarding the attached document, please contact Mary Jo Butler via email at [MaryJo.Butler@fldoe.org](mailto:MaryJo.Butler@fldoe.org) or by telephone at (850) 245-0479, or Rich Downs via email at [rdowns@tempest.coedu.usf.edu](mailto:rdowns@tempest.coedu.usf.edu) or by telephone at (850) 922-3727. If you would like additional copies of the brochure, please contact the Clearinghouse Information Center, Bureau of Instructional Support and Community Services, Florida Department of Education, Room 628 Turlington Building, Tallahassee, Florida 32399-0400 or at (850)245-0477 or via email at [cicbiscs@fldoe.org](mailto:cicbiscs@fldoe.org).

JW:mjbf

Attachment

cc: Assistant Superintendents for Curriculum and Instruction  
Student Services Directors  
Exceptional Student Education Directors  
Guidance Supervisors  
School Psychology Supervisors  
Social Work Supervisors