

Michael Hinojosa, Ed.D.
Interim Superintendent of Schools



Educating All Students For Success

Action

August 20, 2015

TO: Principals
FROM: Tanya Browne, Executive Director - Special Education Department 
SUBJECT: Section 504 Online Training for Administrators

Section 504 and Dyslexia Services is pleased to announce an online training for campus administrators regarding Section 504. In order for campus administrators to be knowledgeable of this federal program, you are encouraged to complete the Moodle Course entitled Section 504 Online Training for Administrators. The deadline for completion is September 30, 2015.

You can access the course by completing the following steps:

1. Go to the district's website. In the address link located in the upper left-hand corner, type <http://mydallasisdonline.org>
2. Login to My Dallas ISD with your EAD username and password
3. Type Section 504 into the 'Search courses' box located in the middle of the screen and click 'GO'
4. Click on the bold 'Section 504' words located in the middle of the screen
5. Click the play icon to watch the video and to begin the training

This online training will provide a brief overview of the federal Section 504 Program including:

- making appropriate Section 504 referrals in a timely manner
- managing the campus Section 504 Program, and
- disciplining Section 504 students

Administrators responsible for Section 504 on their campus are also invited and encouraged to attend the *Section 504 Introduction Training* with their designated Section 504 Chairperson(s). This three-hour face-to-face training will provide resources and a more in-depth look at managing the campus Section 504 Program.

As always, thank you for your prompt attention in this matter. If you have any questions, please do not hesitate to contact Alicia Zornig at alizornig@dallasisd.org.

AZ:dw

Approved:

Handwritten signature of Ann Smisko in blue ink.

Ann Smisko, Deputy Superintendent

Handwritten signature of Robert Bravo in blue ink.

Robert Bravo, Chief of School Leadership

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