

**SITE OPERATIONS CIRCULAR NO. 1001**  
Leadership and Learning Division

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 6, 2022

**To:** Principals, Division and Department Heads

**Subject:** SHORT-TERM 504/ADA PHYSICAL ACCESS  
ACCOMMODATIONS FOR STUDENTS WITH TEMPORARY  
DISABILITIES

**Department and/or  
Persons Concerned:** Principals, Site Administrators, Site 504 Coordinators, Problem-  
Solving Team Members

**Due Date:** As necessary.

**Reference:** None

**Action Requested:** Please share information with certificated and front office staff.

**Brief Explanation:**

Access accommodations for students with disabilities, including temporary disabilities (lasting longer than 6 months), must be Americans with Disabilities Act (ADA) compliant. Upon learning that a student may need physical access accommodations to classrooms or parts of the school campus, consider:

- a. exploring alternative access accommodations, such as temporarily changing the way a student accesses his/her program, moving the student's class to an accessible classroom, etc.
- b. informing and consulting with the site school nurse or cluster nurse.
- c. consulting with the 504/ADA Committee.

If facilities modifications are necessary, please submit a Work Request as soon as possible to Physical Plant Operations (PPO) for processing. Indicate in the text of the request that this is an *ADA matter and include the name of the student needing access.*

Under no circumstances, except in "extraordinary situations," may a student be carried (OCR Policy Interpretation, No. 4, 43 Fed. Reg. 36035 [August 14, 1978]; OCR Staff Memorandum, 17 IDELR 613 [17EHLR 613] [OCT 1991]; OCR Staff Memorandum, supra. See Grangeville (ID) Joint District No. 241 IDELR 1139 [OCR 1994]).

For additional information please contact the ADA/504 office at [504office@sandi.net](mailto:504office@sandi.net).

APPROVED:

Nicole DeWitt  
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