

**ARLINGTON PUBLIC SCHOOLS  
2110 WASHINGTON BLVD  
ARLINGTON, VA 22204  
TEL. (703) 228-8000**

**SECTION 504 PROCEDURAL SAFEGUARDS**

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504), Arlington Public Schools provides you with the following procedural safeguards in relation to your child:

1. You have the right to receive notice of any proposed actions related to the identification, evaluation, or educational placement of your child.
2. You have the right to examine all relevant records of your child.
3. You have the right to file a grievance with the school division over an alleged violation of Section 504 or Title II of the Americans with Disabilities Act (ADA).
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 Coordinator for Arlington Public Schools is Jennifer Lambdin. They may be contacted at the following telephone number: (703) 228-8838. Please contact the Section 504 Coordinator regarding any questions related to Section 504 or Title II of the ADA. You may obtain a copy of Arlington Public Schools' Section 504 Procedure Manual by contacting the Section 504 Coordinator at the above telephone number or at Arlington Public Schools' website at <https://www.apsva.us/>. Please note that all grievances and requests for impartial hearings and reviews must be in writing and submitted to the Section 504 Coordinator or Section 504 Compliance Coordinator as outlined in APS' Section 504 Procedure Manual at the following addresses:

Jennifer Lambdin  
Section 504 Coordinator  
Arlington Public Schools  
2110 Washington Blvd  
Arlington, VA 22204  
Tel. (703) 228-8838  
Email: [jennifer.lambdin@apsva.us](mailto:jennifer.lambdin@apsva.us)

Dr. Darrell Sampson  
Section 504 Compliance Officer  
Executive Director, Office of Student Services  
Arlington Public Schools  
2110 Washington Blvd  
Arlington, Va 22204  
Tel. (703) 228-6061  
Email: [darrell.sampson@apsva.us](mailto:darrell.sampson@apsva.us)

More specific information about the Section 504 hearing procedure, grievance procedure, and review procedure is contained in the school division's Section 504 Procedure Manual.