

Process for Responding to Requests for Student Accommodations

This document outlines a standardized process for administrators to handle accommodation requests made by students related to their gender identity or other individualized needs. It is crucial that decisions are made on a case-by-case basis, considering the unique circumstances of each student.

This process is designed to ensure that the District handles accommodation requests from students in a consistent, respectful, and legally compliant manner. By considering the unique circumstances of each student and engaging in open communication, the District can foster a supportive environment for all students.

Step 1: Document the Initial Request

When a student or a parent or guardian makes an accommodation request, the designated building administrator should document the initial request in writing and promptly notify the appropriate Executive Director of Student Services of the request.

Step 2: Determine Student's Age and Notify Parents

Administrators should identify the age of the student making the request. If the student is under 18, the parents or guardians must be notified.

Step 3: Schedule a Meeting with Student and Parent(s)/Guardian(s)

The administrator should schedule a meeting with the student and their parents or guardians.

Step 4: Assess the Specific Request

During the meeting, listen actively to the specific requests of the student and their family. Discuss the concerns and needs of the student and explore available accommodations.

It is important for administrators to focus on the student's individual needs and well-being during this meeting.

As the meeting comes to a close, the administrator should inform the student and parents or guardians that a written decision will be issued within a reasonable time period.

If the student and parents or guardians present any records during the meeting or at any other time in the process supporting the accommodation request, administrators may ask for a copy of any such record for purposes of adding it to the student's education record and facilitating the accommodation request.

Step 5: Confirm Details of the Meeting in Writing

After the meeting, the administrator should promptly send a follow-up email or letter to confirm and memorialize the details of the meeting.

Step 6: Make a Decision in Consultation with Executive Director of Student Services

All decisions should be made on a case-by-case basis, considering the unique circumstances of each student and made in consultation with the appropriate Executive Director of Student Services.

If a request is denied, provide a written explanation to the student (and parent or guardian if involved) explaining the denial, and offer alternative accommodations, if available.

If the request is approved, work with the student and parent or guardian to develop a detailed written plan that outlines the scope of the accommodations granted. The plan should include specific actions to be taken, persons responsible, and timelines.

Step 7: Distribute the Plan and Train Relevant Staff

Distribute the written plan to relevant staff members who need to be aware of the accommodations. Provide training to ensure that staff understand and are prepared to implement the accommodations in accordance with the plan and without discrimination.

Step 8: Monitor and Review

Regularly monitor the implementation of the plan and schedule periodic check-ins with the student and parents or guardians to ensure that the accommodations are effective and that the student's needs are being met.

Step 9: Modify as Necessary

If circumstances change, or if the student and parent or guardian, or staff members indicate that modifications are needed, reconvene the parties involved to discuss and agree upon any necessary changes to the plan. Administrators should notify the appropriate Executive Director of Student Services prior to any change to a student's plan based on changed circumstances or request by the student and parent, or guardian.

Following any meeting to change an existing plan, document these changes and distribute the updated plan to parents and appropriate teachers and administrators.