

The West Windsor – Plainsboro Regional School District
Section 504 Due Process or Complaint Review Procedure

Parents who disagree with the determination of the building Intervention and Referral Services (I&RS) Committee may seek review of the decision as follows:

1. Request a follow-up meeting with the building Intervention and Referral Services (I&RS) Committee.
2. Submit a notice of appeal to the building Principal and the Section 504 District Coordinator. A hearing will be scheduled.
3. Request a hearing with the 504 District Coordinator / Deputy Superintendent
4. Request an impartial due process hearing before an Administrative Law Judge by contacting the New Jersey Department of Education, Office of Special Education Programs.
5. File a complaint with the United States Department of Education, Regional Office for Civil Rights.

504 District Coordinator:

Jessica Smedley
321 Village Rd. East
West Windsor, NJ 08550

Deputy Superintendent:

Dr. Lee McDonald
321 Village Rd. East
West Windsor, NJ 08550

NJ Department of Education:

Office of Special Education Programs
New Jersey Department of Education
100 Riverview Avenue
Trenton, NJ 08625

State of New Jersey
Office of Administrative Law
Quakerbridge Plaza, Bldg. 9
Quakerbridge Road, PO Box 049
Mercerville, NJ 08625-0049

US Department of Education:

Office for Civil Rights
US Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-3534