

Washington Academy
SALEM CENTRAL SCHOOL DISTRICT
41 East Broadway
Salem, New York 12865
Phone: 518-854-6000 FAX: 518-854-3957



September 14, 2021

Dear SWA Parents and Guardians,

We are writing to inform you of some changes to our organizational structure related to 504 plans. Beginning this year, 504 plans and case managers will be assigned as follows:

Elementary School

504 Chairperson:

Karen Vieira, PK-6 Principal

Case Managers:

Grades PK-4, Elementary School Counselor, TBA
Grades 5-6, Middle School Counselor, Kaelan Glass

Secretary:

Laura LeBlanc, Guidance Office

Jr/Sr High School

504 Chairperson:

Julie Adams, 7-12 Principal

Case Managers:

Grades 7-8, Middle School Counselor, Kaelan Glass
Grades 9-12, High School Counselor, Kristin Eastman

Secretary:

Laura LeBlanc, Guidance Office

We have included frequently asked questions about 504 plans on the back of this letter for your convenience. If you have any other questions, please feel free to contact the Guidance Office at 518-854-6010.

Sincerely,

Karen Vieira
PK-6 Principal
504 Chairperson PK-6
kvieira@saalemcsd.org

Julie A. Adams
7-12 Principal
504 Chairperson 7-12
jadams@saalemcsd.org

Frequently asked questions about 504 Plans

1. Q: My child needs a 504 plan. Who do I call?
A: Submit a request in writing to the appropriate 504 Chairperson. Requests may be scanned and emailed to laeblanc@saalemcsd.org or sent by mail to the Guidance Office.
2. Q: My child has a 504 plan currently and I have questions about the plan.
A: Contact your child's case manager.
3. Q: I don't think that my child's 504 plan is being followed in the classroom. Who do I contact?
A: Contact your child's classroom teacher or his/her building principal.