

DISTRICT NAME

Address

NOTICE OF SECTION 504 CONFERENCE

Student Name:	Birth Date:	Age:
	Gender:	
School:	Grade:	Teacher:
Student Address:	City:	State: Zip:
Parent(s) Name(s):		
Home Phone:	Cell Phone:	Work Phone:

Date:

Dear

In order to discuss the educational needs of your child, you are invited to attend a conference at:

Location:

Date and Time:

A. The purpose of this meeting: *(check all that apply)*

- Discuss results of Section 504 evaluation/Section 504 eligibility
- Develop a Section 504 plan
- Review progress
- Review and revise your child's Section 504 Plan
- Consider relatedness of disability to disciplinary code violation
- Review your child's eligibility under Section 504
- Other (specify):

The invited individuals and their titles are listed below:

- , Parents
- , Principal
- , Teacher

Signature of Building 504 Coordinator	Date	Telephone No.

We encourage you to attend and participate in this meeting. You have the right to bring other individuals at your discretion. Please notify me as soon as possible if you require an interpreter or translator, or if you have any questions regarding the meeting.

Enclosed with this notice is a copy of your procedural safeguards under Section 504. If you have any

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questions regarding your rights under Section 504, please contact our Section 504 Coordinator.

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Student Name: _____ Birth Date: _____

Please complete this portion of this document and return it to your child's school by

_____.

____ I will attend the Section 504 Committee meeting and I acknowledge receipt of the parent(s)/guardian(s) Rights.

____ I will not attend the Section 504 Committee meeting. I acknowledge receipt of the parent(s)/guardian(s) rights.

____ Please send a copy of the appropriate records after the meeting.

____ The student will attend the Section 504 Committee meeting.

You are welcome to bring any information, including formal or informal test results, work samples, medical records, etc. to the meeting. Please write the names of additional persons you would like to attend the meeting or any additional persons you would like to bring to the meeting.

1. _____

2. _____