

## Notice of Section 504 Meeting

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Name                      ID #                      Campus

Dear Mr./Mrs./Ms. \_\_\_\_\_  
Parent/Guardian/Surrogate/Adult Student

This letter is to inform you that the Section 504 Committee is planning a meeting to discuss your child's educational needs. We have scheduled a meeting at (time)\_\_\_\_\_, on (date) \_\_\_\_\_, at (location)\_\_\_\_\_. While parents are not required members of Section 504 Committees, we would very much appreciate your input. Your insights and contributions will be quite helpful to us in effecting the best decisions possible.

The meeting is scheduled for the following reason[s]:

- Initial evaluation for eligibility
- Annual Review (no Periodic Re-Evaluation is due)
- Periodic Re-Evaluation (every three years)
- Manifestation Determination (prior to disciplinary removal constituting a change in placement)
- Other: \_\_\_\_\_

Following the meeting, we will notify you of the Section 504 Committee's decision in writing. Please call me at \_\_\_\_\_if you have any questions.

Sincerely,

Section 504 Coordinator

**[IMPORTANT NOTE: Do not use this form language if parents are required §504 Committee members pursuant to local policy or practice. Instead replace the language "While parents are not required members of Section 504 Committees, we would very much appreciate your input" with the following: "As the district has elected to invite parents as members of the §504 Committee, please notify \_\_\_\_\_ if you are not available for this meeting so that we may re-schedule."]**