

PARENT INVITATION TO SECTION 504 MEETING

Dear Parent(s)/Guardian(s):

This letter is to invite you to a Section 504 Meeting to consider or review your child's eligibility for services under Section 504 of the Rehabilitation Act of 1973, and/or of the need to review your child's 504 Plan. We are planning a meeting as follows:

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

Meeting Location: \_\_\_\_\_ Meeting Date/Time: \_\_\_\_\_

The purpose of this meeting will be:

\_\_\_ to review and discuss your child's present educational status/504 Plan.

\_\_\_ to discuss a referral on your child for possible Section 504 eligibility.

\_\_\_ to discuss the possible need to evaluate/reevaluate your child.

\_\_\_ to discuss evaluation results and make a determination regarding 504 eligibility

\_\_\_ to discuss educational/instructional options for your child.

\_\_\_ to discuss at your request: \_\_\_\_\_

\_\_\_ other: \_\_\_\_\_

The following persons have been invited to attend this meeting:

1. \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

2. \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

3. \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

4. \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

Enclosed please find a copy of your rights under Section 504. Please complete the reply form below and return it to the Building 504 Coordinator by: \_\_\_\_\_.  
(date)

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

\_\_\_\_\_  
**(Building 504 Coordinator) (Date) (Telephone No.)**

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**Student's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Meeting Location:** \_\_\_\_\_ **Meeting Date/Time:** \_\_\_\_\_

\_\_\_\_\_ I/we will attend the Section 504 meeting and I/we acknowledge receipt of the parent(s)/guardian(s) rights.

\_\_\_\_\_ I/we will not attend the Section 504 meeting. I/we 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 meeting.

\_\_\_\_\_ I/we need an Interpreter for the 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. \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

5/12  
10/12