**SECTION 504**

**NOTICE OF CONFERENCE MEETING**

School:

|  |  |  |  |
| --- | --- | --- | --- |
| Student: |  | Date: |  |
| Birthdate: |  |
| Location: |  | Time: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ロ | Initial Conference | ロ | Review Conference |

This is to confirm our previous contact with you to establish the 504 Conference Committee meeting. The meeting was mutually agreed upon by the school and parents to be held:

1. The purpose of this meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| ロ | Discuss results of evaluation/Section 504 eligibility | ロ | Discuss misconduct/infraction of school rules as it relates to disability |
| ロ | Review instrucational progress | ロ | Other (specify): |
| ロ | Review of placement |

|  |
| --- |
| The following records/data will be discussed:  |
|  |

1. The following people will be invited to the meeting:

|  |  |  |
| --- | --- | --- |
| ロ | School Administrator |  |
| ロ | Guidance Counselor |  |
| ロ | Evaluation Specialist(s) |  |
| ロ | Other Specialist(s) |  |
| ロ | General Education Teacher(s) |  |
| ロ | Health Coordinator |  |
| ロ | Parent(s) |  |
| ロ | Student |  |
| ロ | Interpreter |  |

**SECTION 504**

**NOTICE OF CONFERENCE MEETING**

*(continued)*

|  |  |  |  |
| --- | --- | --- | --- |
| Student:  |  | Birthdate: |  |

Please complete this page and return it in the enclosed envelope by:

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | To: |  |

|  |  |
| --- | --- |
| ロ | I will attend the Section 504 Conference Committee meeting.  |
| ロ | I will not attend the Section 504 Conference Committee meeting, but I would like you to continue the process and send the paperwork to my home address. |

Please indicate if there are additional school personnel you would like to attend the Conference Committee Meeting.

|  |
| --- |
|  |

You may also bring any additional persons to the Section 504 Conference Committee meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Guardian Signature: |  | Date: |  |

CC: Parents/Guardians

 Teacher

 504 Coordinator

 Educational Record

 Principal