School District/Charter School Name

NOTICE OF SECTION 504 MEETING

Student: _____ School: _____ Date: _____

Student ID: _____ Grade: _____ Date of Birth:_____

- ☐ Reason for meeting:
- ☐ Initial eligibility
- ☐ Annual meeting/re-evaluation
- ☐ Manifestation Determination Review
- ☐ Parent request
- ☐ Other: _____

This letter is to notify you of an upcoming meeting in regards to your child's eligibility and/or services under Section 504 of the Rehabilitation Act of 1973. While your attendance is not required, the district or charter school values your presence and input at the meeting.

The meeting will be held at _____ on _____. The location of the meeting is _____.

If you are unable to attend, or have any questions please contact_____ by phone at_____ or via email at_____

A copy of the Notice of Parent and Student Rights under Section 504 of the Rehabilitation Act of 1973 is attached for your information.