Date

[Parent Name]

[Parent Address]

[Parent Address]

Re: 504 Team Meeting Notice for \_\_\_\_\_\_ [student name]

Dear Parent,

I am writing to invite you to a meeting of your child’s Section 504 committee. The purpose of the meeting is:

⬜ Consideration of 504 eligibility and services

⬜ Review of existing eligibility and services

⬜ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The meeting will occur at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[insert date, time and location].

Please indicate whether you intend to participate in the committee meeting below and return this form to my office no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A copy of your parent rights is attached to the letter. If you have any questions about your child's educational progress or about the Rehabilitation Act, please contact my office.

Sincerely,

Section 504 School Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Response**

⬜ I/We plan to attend

⬜ I/We do not plan to attend. I/We understand that a school representative will contact us to discuss the results of the meeting.