



Section 504 Meeting Notice

Date:

TO:

FROM:

This letter is to advise you of a 504 meeting for

The purpose of this meeting is to: *(check all that apply)*

Review evaluation results and consider 504 eligibility

Review 504 plan

Other:

Meeting is scheduled for

Date:

Time:

Location:

Your attendance at this meeting is important. If you cannot attend, you may request to have the meeting rescheduled.

Enclosed are Section 504 Parent/Student Rights in Identification, Evaluation and Placement.

Sincerely,

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Section 504 Coordinator/Phone number

Enclosure

C: Student Cumulative File