

EVANGELINE PARISH SCHOOL BOARD

Title: NOTICE OF SECTION 504 MEETING

Document: **504 FORM 3**
Revision Date **REV. 07/2022**
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Date: _____

Student: _____

School: _____

Dear Parent/Guardian/Surrogate/Adult Student,

This letter is to inform you that the Section 504 Committee is planning a meeting to discuss your child's educational needs. While parents are not required members of Section 504 Committees, we would very much appreciate your input. Your insights and contributions will be quite helpful to us in effecting the best decisions possible.

The following arrangements have been made for the meeting:

Day/Date _____

Time: _____

Location:: _____

At this meeting, we will:

- ☐ Discuss the results of the Section 504 evaluation/reevaluation
- ☐ Develop or review the Section 504 Individual Accommodation Plan (IAP)
- ☐ Consider exit from Section 504 Services
- ☐ Consider disciplinary actions - Manifestation Determination Review meeting.
- ☐ Other: _____

If the date and time are inconvenient and you wish to reschedule, please notify the principal or 504 Coordinator.

Sincerely,

Section 504 Chairperson

Contact Phone # _____

E-mail address _____

Check the appropriate response:

- ☐ Yes, I will attend the Section 504 meeting.
- ☐ No, I will not attend the Section 504 meeting.

Parent Signature _____ Date _____