

## MEETING INVITATION TO PARENTS

Dear Parent(s)/Guardian(s):

This letter is to make you aware of the need to review your child's educational program and/or to meet to consider the existence of a disability based on the definition in Section 504 of the Rehabilitation Act of 1973. We are planning a conference as follows:

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

School Name: \_\_\_\_\_

Meeting Location: \_\_\_\_\_ Meeting Date/Time: \_\_\_\_\_

The purpose of this conference will be:

\_\_\_ to review and discuss your child's present educational status.

\_\_\_ to discuss a referral on your child for possible Section 504 eligibility.

\_\_\_ to discuss/evaluate/reevaluate your child.

\_\_\_ to discuss educational/instructional options for your child.

\_\_\_ to discuss at your request: \_\_\_\_\_

\_\_\_ other: \_\_\_\_\_

The following persons have been invited to attend this meeting:

1. \_\_\_\_\_  
(Name) (Title)

2. \_\_\_\_\_  
(Name) (Title)

3. \_\_\_\_\_  
(Name) (Title)

4. \_\_\_\_\_  
(Name) (Title)

\_\_\_\_\_  
(Signature of Principal or Designee) (Date) (Phone)

Please complete this portion of this document and return it to your child's school by: \_\_\_\_\_  
(Date)

\_\_\_ I will attend the Section 504 committee meeting, and I acknowledge receipt of the parent(s)/guardian(s) rights.

\_\_\_ I will not attend the Section 504 committee meeting. I acknowledge receipt of the parent(s)/guardian(s) rights.

Please send a copy of the appropriate records after the meeting.

\_\_\_ The student will attend the Section 504 committee meeting.

You are welcome to bring any information, including formal or informal test results, work samples, and medical records to the meeting. Please write the names of additional persons you would like to attend the meeting or any additional persons you would like to bring to the meeting.

1. \_\_\_\_\_ 2. \_\_\_\_\_