

## Notice of Section 504 Meeting To Review Evaluation Results

Date sent/mailed: \_\_\_\_\_

Student's name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter is to inform you that the Section 504 Team at your child's school would like to meet with you to discuss the results of an evaluation under Section 504. Your insights and contributions will be quite helpful to us in effecting the best decisions possible. If you have not already done so, please fill out and return the Parent Input Form.

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Location: \_\_\_\_\_

Please call me at \_\_\_\_\_ if you have any questions or need to arrange an alternative date.

Sincerely,

\_\_\_\_\_  
School Section 504 Representative

Copies: Parents  
Student file

Attachment: Parent Input Form

