

Utility of Form – To provide written notice to the parents when a referral for evaluation to consider Section 504 services is made

NOTICE TO PARENTS SECTION 504 MEETING

Student: _____ Date: _____

School: _____

Dear Parent or Guardian:

This letter is to inform you that we have some concerns about your student's progress at school. We have attempted some interventions with your student. They include those listed below:

We would like to arrange a meeting to discuss identification for further accommodations/ services in order to ensure that your student is afforded an appropriate education. We have scheduled a meeting on _____. This meeting will be held at _____ to discuss your student's educational needs. We would very much appreciate your participation.

If you have any questions, or if this meeting time is not convenient for you, please call me at _____. We will discuss your questions or arrange a mutually convenient meeting time.

Sincerely,

Name Position