

Parental Notice of Section 504
Reevaluation Committee Meeting

Date: _____

To Parent(s) Guardian(s) of: _____ Birthdate: _____

School: _____ Grade: _____

Teacher: _____

The student named above has been previously found eligible under Section 504 as having a disabling condition.

This letter is to provide you with written notice that a reevaluation of your child's eligibility under Section 504 will be conducted at a Section 504 Committee Meeting. Your attendance at this meeting is welcomed, but is not required by law. However, please forward any documentation, medical or otherwise, that you wish the committee to consider to the school counselor. The committee can only consider and review available information, so failure to provide any pertinent information may jeopardize your child's eligibility.

Date of Meeting: _____ Time: _____

Location: _____

If it is determined that your child continues to be eligible under Section 504, the Committee will review the accommodation plan to address your child's educational needs and revise and update, if necessary. Should it be determined that your child is no longer eligible for 504 services, you will be notified of these findings as well.

For your further information, we have included a description of Section 504 and the rights you and your child are entitled to under Section 504 of the Rehabilitation Act of 1973. Please sign and return the attached form to verify that you have received your notification of your parent and student rights and to confirm your attendance at the scheduled Section 504 Reevaluation Meeting.

If you have any questions or need additional information, please address your questions to:

School Counselor: _____ Phone: _____

Enclosures
504 Parental Rights
Parent Acknowledgement Form
Consent to Evaluate Form