**DISTRICT/SCHOOL NAME**

Date

Addressee

Dear Click or tap here to enter text.:

The school has gathered the evaluation information and completed any assessments of your child pursuant to Section 504 of the Rehabilitation Act of 1973 that are necessary to determine 1) whether your child meets the definition of an “individual with a disability” under Section 504; and 2) the needs of your child. A Section 504 Committee meeting to review the evaluation results and determine whether your child meets the definition of an “individual with a disability” under Section 504 will be held at the following time and location:

**Location:** Click or tap here to enter text. **Date:** Click or tap here to enter text. **Time:** Click or tap here to enter text.

If the Section 504 Committee identifies your child as a child with a disability under Section 504, the Committee will develop an individualized Section 504 Plan to ensure that your child receives an equal educational opportunity.

As a parent, you are a partner in your child's education, and your input into the decisions of the Section 504 Committee is important. We would like you to attend the Section 504 Committee meeting.

If you have any questions, cannot attend, or if this meeting time is not convenient for you, please call me at Click or tap here to enter text.. We will discuss your questions or arrange a mutually convenient meeting time. A description of your rights under Section 504 is attached.

Sincerely,

Click or tap here to enter text.

Section 504 Representative

Section 504 is designed to meet the individual educational needs of a child with a disability as adequately as the needs of nondisabled peers.

Encl: Section 504 Procedural Safeguards