**Section 504 Notification Letter to Parents**

Date

Dear      :

We will be meeting to consider information from a variety of sources in an effort to help determine whether       is eligible for a Section 504 Accommodation Plan or if a review and update is needed. The purpose of this meeting is to discuss the educational needs, goals, and possible programs and services in order to provide an appropriate educational program.

This is a notification to:

[ ]  Determine eligibility for Section 504

[ ]  Conduct the annual Section 504 review and update the accommodation plan as needed

[ ]  Re-evaluate eligibility during the Section 504 Three-Year Review

[ ]  Other

 **Meeting Information:**

 Date:       Time:

 Location:

 Persons we anticipate will be present at meeting:

 [ ]  504 Building Coordinator [ ]  Administrator [ ]  Parent/Guardian

 [ ]  Teacher(s) [ ]  District Staff [ ]  Other

If you have any questions, please call me at      .

Sincerely,

Section 504 Building Coordinator