

(INSERT SCHOOL DISTRICT NAME)

**NOTICE OF CONFERENCE**

To: \_\_\_\_\_ Date: \_\_\_\_\_

Re: (Student Name) \_\_\_\_\_

Date of Conference: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

**Purpose of Conference:**

\_\_\_\_\_ To consider possible eligibility for and/or provision of services and/or accommodations under Section 504 of the *Rehabilitation Act of 1973*.

\_\_\_\_\_ To review eligibility for and/or services and/or accommodations being provided under Section 504 of the *Rehabilitation Act of 1973*.

\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conference Participants (Title and Name):**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

You have the right to bring other individuals, at your discretion, to this conference. Please notify your student's Building Administrator/504 Designee if you are in need of an interpreter or translator.

Enclosure: Parents' Rights in Brief

Sincerely,

\_\_\_\_\_  
Building Administrator/504 Designee

\_\_\_\_\_  
Contact Information