**Meeting Notice**

 A meeting to consider or review eligibility and possible services under Section 504 for your child      , has been set for      , 200     , at      ., to be held at      . If this date and time are not convenient for you, please notify:

 Name:

 Address:

 Phone:

at your earliest convenience so that the meeting can be rescheduled.

 Your child’s teacher, counselor, school nurse, *[add others as appropriate]* will probably attend this meeting. Should you wish to bring other persons who are knowledgeable about your son/daughter, please notify the school approximately how many persons may be attending so that we may provide adequate space.

 Questions regarding this notice should be directed to: