

Student Name:

Pre-Meeting Details

(To be completed by building 504 coordinator or designee.)

1. Based on information gathered as part of this review request will an eligibility meeting be scheduled? Yes No

If "No," briefly explain:

2. The purpose of this meeting is to conduct: Initial Review Yearly Review

Other (describe):

3. Does additional information need to be secured before the eligibility meeting is convened? Yes No

If "Yes" identify information needed for the eligibility meeting, and who is responsible for securing this information.

4. The Office of Civil Rights (OCR) mandates that the following documents must be provided to parent(s)/guardian(s) before an eligibility meeting is held. Please list the date each of the following was provided in the space below.

Date sent

- Parent/student Section 504 rights
- Parent Notice: Section 504 meeting

5. Eligibility meeting details

Eligibility meeting date/time Location