

Madison County Schools Section 504 Prior Notice/Invitation to Conference

Date: ___ / ___ / ___

Dear _____:

Re: _____ (Student's Name) Date of Birth: ___ / ___ / ___

For your child to receive the education he/she needs, it is important for the school and the parents to work together. We are requesting that you attend a conference to discuss _____'s special needs. You may also bring another individual(s) who has knowledge or special expertise regarding your child. Although it is not required for you to notify the school of additional participants, it is helpful in making appropriate arrangements.

At this meeting we would like to discuss one or more of the following:

- Ways to meet the educational needs of your child
- Evaluation results
- Eligibility
- Develop or change the Section 504 Plan
- Reevaluation
- Reevaluation Results

- Change in: Educational Placement
- Exit
 - Discipline
 - Develop or change the transition component
 - Other: _____

The following people will be involved with the meeting:

Name	Position	Name	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The meeting is scheduled for (date) ___ / ___ / ___ (place) _____

Sincerely,

(Name, Title, School)

PLEASE CHECK ONE AND RETURN TO THE SCHOOL:

- I will be present for this conference.
- I cannot meet at this time. I will contact the school in order to arrange another time.
- I cannot meet at this time. Please contact me to arrange another time. Phone: () _____

Signature _____

Date _____