



RE: Section 504 Students

Dear Parent/Guardian,

Commerce ISD strives to ensure that all students served in Section 504 receive equal access to the general education curriculum by providing accommodations for instruction, as well as testing, when documented accordingly. Per state and federal law, Section 504 requires “periodic reevaluations.” Periodic reevaluations are outlined to take place at least every three years. While annual meetings are recommended, they are not required by law and are not always needed.

Beginning January 27, 2025, Commerce ISD Section 504 review meetings will be conducted on a “periodic reevaluation” basis.

To best meet the needs of each student currently served as a Section 504 student, the following will occur:

- Each school year, the campus Section 504 coordinator will conduct an Individual Accommodation Plan (IAP) and cumulative folder review for all enrolled Section 504 students on their campus. If needed, the Section 504 coordinator may schedule a review meeting or complete an IAP amendment.
- Parents/Guardians of students or adult students (age 18 or older) served in Section 504 may request an annual review meeting by contacting the Section 504 coordinator of the campus in which the student is enrolled.

If you should have questions regarding our change in practice, please contact the Section 504 coordinator of your student’s enrolled campus:

Section 504 Coordinators by Campus:

Commerce Elementary School - Belinda Miller

AC Williams Elementary - Brandi Lindsay

Commerce Middle School - Gianna Hampton

Commerce High School - Nicole Timmons

Thank you,
Dr. Tremmel
Asst. Superintendent