

# Regulation

---

INSTRUCTION

8502.1

## SAMPLE §504 NOTICE OF MEETING

Dear Parent or Guardian:

Based on concerns regarding your child's academic performance, we would like to meet with you on \_\_\_\_\_ at \_\_\_\_\_ to discuss the provide programmatic accommodations for your \_\_\_\_ (son/daughter) \_\_\_\_\_. Given the importance of the meeting, we urge your participation.

If you have any questions, or the scheduled meeting time is not convenient for you, please call me by \_\_\_\_\_ at \_\_\_\_\_. In addition, if you wish to review your (son's/daughter's) educational records, including any materials that will be discussed at the meeting, please call me to schedule a mutually convenient time for such review. If I do not hear from you, I will look forward to seeing you at our scheduled meeting.

Sincerely,

Name and Title

cc: Student's Cumulative File

---

Waterville Central School District  
Superintendent Approved: 01/11/16, 03/27/18