



**PARENT ADVOCATE NOTICE FOR
SECTION 504 MEETINGS**

Dear _____:

You have been listed as a parent advocate for the _____ (date) Section 504 meeting for _____ (student name). Union County Public Schools welcomes parent advocates to participate in the Section 504 process and we look forward to your input at the next Section 504 meeting. Attached you will find a copy of the Guidelines and Procedures for Union County Public Schools for Parents and Staff related to the attendance of attorneys and parent advocates at Section 504 meetings. Please be aware that the Union County Board of Education and its employees are represented by legal counsel in all special education matters, including Section 504 meetings.

The factors that the school district uses to determine if a parent advocate is an agent for an attorney include:

(1) whether the advocate is acting under the direction of the attorney for the parent, (2) whether the advocate is providing the attorney with advice regarding the legal representation of the parent in the 504 process, (3) whether the advocate is paid directly by the attorney, and (4) whether the advocate is considered by the attorney and parent to be covered by the attorney client privilege.

Please answer the following questions and return this form back to _____, **Assistant Principal** by _____ (date).

- Y / N** I am acting under the direction or supervision of an attorney or a law firm that is representing the parent;
- Y / N** I am providing an attorney with advice regarding the legal representation of the parent in the 504 process;
- Y / N** I am an hourly or salaried employee of a law firm representing the parent in special education matters; OR
- Y / N** Both the parent and my supervising attorney consider my communications to be covered by the attorney client privilege

If you answered YES to any of the questions listed above, then the supervising attorney for the parent advocate must first communicate with Deb Smith or Stephanie Elliott, UCPS attorneys, prior to a Section 504 meeting and any communication with school employees related to the Section 504 meeting.

Parent Advocate Name

Parent Advocate Signature

Date