

NOTICE OF SECTION 504 IAT CONFERENCE

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Student: \_\_\_\_\_

\_\_\_\_ Initial Conference      \_\_\_\_ Review Conference      \_\_\_\_ Causal Relationship Conference

We are planning a Section 504 IAT Conference to discuss the educational program of your child. The meeting will include a discussion of your child's evaluation results, classroom performance, and eligibility for accommodations. If accommodations are indicated, a Section 504 Accommodation Plan will be prepared. We request that you attend this meeting to assist us with the discussion and program recommendations. Please note that as a parent of a student who is or may be eligible for Section 504 accommodations, you have specific rights, which are outlined in the enclosed Parent/Student Rights Notice. The meeting is scheduled as follows:

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

We expect the following persons to attend the meeting. You have the right to bring others to the meeting. If there are other school personnel you wish to have present, please let us know so arrangements can be made.

**Participants**

\_\_\_\_\_  
(Building 504 Officer/Principal/Designee)

\_\_\_\_\_  
(General Education Teacher)

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Guidance Counselor)

\_\_\_\_\_  
(School Psychologist)

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Other)

The evaluation data and other information to be discussed are available for your review prior to this conference. **Please keep one copy of this Notice and return the other so that we will know your intent.**

**Enclosed is a copy of the Parent/Student Rights Notice for your information.**

**Parent Reply to Request to Attend 504 Conference**

I have received the Notice of Section 504 IAT and Parent/Student Rights Notice sent to me by school personnel.

\_\_\_\_\_ I will attend the meeting at the time stated.

\_\_\_\_\_ I would prefer to participate by conference telephone call. At the time of the conference, I can be reached at the following number: \_\_\_\_\_.

\_\_\_\_\_ I request that the meeting be held without my being present.

\_\_\_\_\_ I would like the meeting to be held at the time or location stated below:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Copies to:     Parent/Guardian     Cumulative Folder