

NOTICE OF SECTION 504 MEETING

Date: _____

Parent Name: _____

Address: _____ Re: _____

Student Name

Dear _____,

We have scheduled a school committee meeting for _____ at _____

Date

Time

at _____, to discuss your child's life skills and/or health needs

Place

during the school day. At this meeting, the committee will review all information available including medical reports and school functioning. If you have any medical or other information you wish the committee to review, please bring a copy of it to the meeting. The committee is made up of the principal, counselor, and/or teacher as well as a representative qualified to interpret medical information when needed, and you as _____, Parent.

Student's Name

Should you wish to bring individuals with you, please feel free to do so.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, s/he has the right to a hearing with an impartial hearing officer. The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: 1) Inspect and review his/her child's educational records; 2) Make copies of these records; 3) Receive a list of all individuals having access to those records; 4) Ask for an explanation of any item in the records; 5) Ask for an amendment to any record on the grounds that it is inaccurate, misleading or violates the child's rights; and 6) A hearing on the issue if the District refuses to make the amendment.

We encourage you to attend this meeting so we may review and decide on your child's educational needs together. No changes in your child's present school program will be made without your knowledge.

If you have any questions before the above date, do not hesitate to call.

Sincerely,

SAT Coordinator

School Name

Telephone Number

9/7/10