



**Section 504 Notice of Conference**

Dear :

Date: **12/31/1969**

This is to confirm our previous contact with you to establish the 504 Conference Committee meeting.

The meeting was mutually agreed by the school and parents to be held:

Student:

Date: **12/31/1969**

Time:

Location:

The purpose of this meeting:

- Discuss evaluation results
- Review instructional progress
- Review placement
- Misconduct/infracton of school rules as it relates to disability
- Other (specify):

The following records/information/items will be discussed:

The following individuals will be included in the meeting (name and title):

Name	Title	Name	Title

If you have questions, please contact: ,

**PARENT ACTION**

Parent(s): Please complete this section and return one copy in the enclosed envelope.

1.  I will attend the 504 Conference Committee Meeting.  
 I will not attend the 504 Conference Committee Meeting.
2.  I would like my child to attend the 504 Conference Committee Meeting.  
 I would not like my child to attend the 504 Conference Committee Meeting.

\_\_\_\_\_  
Parent Signature (or Student, if age 18 or older)

\_\_\_\_\_  
Date