

ROCKINGHAM COUNTY PUBLIC SCHOOLS

Notice of §504 Plan Meeting

(Revised March 2012)

To: _____

Student Name: _____

Date of Birth: ____/____/____

School: _____

Date Notice Sent to Parents: ____/____/____

This is to notify you that a §504 team meeting has been scheduled for the above named student. Your participation and attendance at this meeting is very important. The purpose of this meeting is to develop a §504 plan.

This meeting has been scheduled for:

Date: ____/____/____ Time: _____ Location: _____

The following are invited to attend and participate in the §504 meeting:

The parent/student or school division may invite individuals who have knowledge or special expertise regarding the student, including related services personnel, to participate as a member of the §504 team. The determination of the knowledge or special expertise shall be made by the person/party extending the invitation. If you, the parent or student, are bringing other individuals to the meeting, please let us know. This will ensure that the meeting space will accommodate all team members.

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- I will attend the §504 meeting as scheduled.
 - I cannot attend the §504 meeting as scheduled. Please reschedule this meeting.
 - I can attend on ____/____/____ at (time/place) _____
 - Please contact me at (_____) _____ - _____ to determine a mutually agreeable date, time, and place for this §504 meeting.
 - I do not wish to attend this §504 meeting even though I understand the importance of attending. You may hold this meeting in my absence.
 - I would like my preferences, interests, and concerns shared with the §504 team.
- I will provide my input to you by: mail, telephone, or other means (_____) prior to the meeting.

Parent/Student Signature: _____

Date: ____/____/____

Date received by school: ____/____/____

Please return this to: Name: _____

School: _____