



LONGVIEW INDEPENDENT SCHOOL DISTRICT

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Notice of Section 504 Meeting

Date: _____

Student's Name ID # Campus

Dear Mr./Mrs./Ms. _____
Parent/Guardian/Surrogate/Adult Student

This letter is to inform you that the Section 504 Committee is planning a meeting to discuss your child's educational needs. We have scheduled a meeting at (time) _____, on (date) _____, at (location) _____. While parents are not required members of Section 504 Committees, we would very much appreciate your input. Your insights and contributions will be quite helpful to us in effecting the best decisions possible.

The meeting is scheduled for the following reason[s]:

- Initial evaluation for eligibility
- Annual review
- Three-year re-evaluation
- Manifestation Determination (prior to disciplinary removal constituting a change in placement)
- Other: _____

Following the meeting, we will notify you of the 504 Committee's decision in writing. Please call me at if you have any questions.

Sincerely,

Section 504 Coordinator