

KENTUCKY PUBLIC SCHOOL DISTRICT SECTION 504 NOTICE OF MEETING

Dear Parent,

This is to notify you of our Section 504 team meeting. See specifics below. Please contact your school principal immediately if this is not a convenient time for you.

Type of Meeting:

- Referral/Consider Initial Evaluation
- Evaluation Planning
- Eligibility Determination
- Determine Accommodation/Placement
- Annual/Tri-annual Review
- Reevaluation
- Determine if recommend override of parent refusal/revocation for 504 evaluation
- Manifestation Determination
- Convened for Other Reason (Specify)

Principal Name and Phone Number:

Student Name:

Date:

Time:

Location:

The following school district-selected officials will attend this meeting:

School Principal:

Parent:

Regular Education Teacher:

Other:

Other:

Other:

If you wish to review your (son's/daughter's) educational records, including any material that will be discussed at the meeting, please call the principal to schedule a mutually convenient time for such review.

Please immediately inform the **KPSD** official listed below of any disability-related needs of the parent related to attending the meeting.

KPSD Official name, address and telephone number:

Signature of **KPSD** Official

Date