

**Section 504 Meeting Notice**

\_\_\_ Initial Conference    \_\_\_ Annual Review    \_\_\_ Re-evaluation    \_\_\_ Other

Dear Parent/Guardian:

Blackstone-Millville Regional School District would like to invite you to a meeting to discuss your child’s possible eligibility/review for a Section 504 Accommodation Plan. You may bring any additional persons and documentation to this meeting that you believe will be helpful in the determination process. Your child’s conference is scheduled as follows:

**Name of Student:** \_\_\_\_\_

**Conference Date:** \_\_\_\_\_

**Conference Time:** \_\_\_\_\_

**Conference Location:** \_\_\_\_\_

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**TO BE COMPLETED AND SIGNED BY PARENT/GUARDIAN**

\_\_\_ I will attend the Section 504 Meeting

\_\_\_ I will not attend the Section 504 Meeting but I would like you to continue the process and send the paperwork to my home address.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

cc:    Student’s Teachers  
      Student’s Guidance Counselor