

# Notice of Meeting

Date: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dear Parent(s):

This is to advise you that a meeting has been scheduled in order that school personnel may review all available information pertaining to your child,

\_\_\_\_\_.

We encourage you to attend the meeting where it will be determined whether your child is a child with a disability and, therefore, in need of any accommodations in the educational environment or with respect to participation in school activities. The meeting has been scheduled to occur on

\_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_.

Date	Time	Location
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If you want to attend the meeting but cannot attend on the date and time indicated, please contact me as soon as possible so that we may attempt to re-schedule the meeting.

I look forward to working with you.

Sincerely,

## Section 504 Contact

Phone: \_\_\_\_\_

**Note:** The “Notice of Rights for Disabled Students and their Parents” is posted on the School District of Lee County’s website at [http://www.leeschools.net/dept/stusvc/504\\_Accom/504.htm](http://www.leeschools.net/dept/stusvc/504_Accom/504.htm) , and is available from your school’s Equity Coordinator.