



Student Support Services
Parent Notice of Section 504 Committee Meeting

Dear \_\_\_\_\_

You are invited to attend a Section 504 Committee meeting for your son/daughter

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_
Student's Name Date Time

at: \_\_\_\_\_
Place

The purpose of this meeting is to:

- Review information on your child's learning and behavior and discuss efforts to help improve classroom performance.
Review your child's records to determine whether he/she is eligible for Section 504 services.
Reevaluate your child's needs for purposes of Section 504 Accommodation Plan

The following persons are invited to this conference:

- School Counselor, School Psychologist, Teacher(s), Behavior Resource Teacher, Other, Parent, Instructional Intervention Coach, Administrator, School Nurse

We look forward to having you participate in this meeting. Please call me at: \_\_\_\_\_ if you have any questions concerning this conference.

Sincerely,

\_\_\_\_\_  
Principal or Designee Date of Notification

Section 504 Parents' Rights Attached on Following Page

## **Notice to Parent Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her handicapping conditions.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to nonhandicapped students.
6. Have evaluation, education, and placement decisions made based on a variety of information sources, and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made to Shane Andrew, Superintendent at the District Office, 620 E. University Avenue, Gainesville, Florida 32601.
11. File a local grievance.

The person in your district responsible for assuring compliance with Section 504 is:

Dr. Toni Griffin, Supervisor of Student Services  
1817 E. University Avenue, Gainesville, Florida 32641  
Phone (352) 955-7671 x1604.