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**Utah State Board of Education**

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# NOTICE OF SECTION 504 MEETING FORM

A FORM FOR LEAs TO ADAPT AND USE

August 2023

N.B. This form is not required. This form is for LEAs to adapt and use at their discretion. USBE does not assume responsibility on how these forms are adapted and used

# School District/Charter School Name

## NOTICE OF SECTION 504 MEETING

Student: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Reason for meeting:

- Initial eligibility
- Annual meeting/re-evaluation
- Manifestation Determination Review
- Parent/Guardian request
- Other: \_\_\_\_\_

This letter is to notify you of an upcoming meeting in regard to your child's eligibility and/or services under Section 504 of the Rehabilitation Act of 1973. While your attendance is not required, the district or charter school values your presence and input at the meeting.

The meeting will be held at \_\_\_\_\_ on \_\_\_\_\_. The location of the meeting is \_\_\_\_\_. If you are unable to attend, or have any questions please contact \_\_\_\_\_ by phone at \_\_\_\_\_ or via email at \_\_\_\_\_.

A copy of the *Notice of Parent and Student Rights under Section 504 of the Rehabilitation Act of 1973* is attached for your information.