

Notice of Section 504 Meeting

DATE _____
RE _____
SCHOOL _____
STUDENT ID NUMBER _____

Dear _____,

Section 504 of the Rehabilitation Act of 1973, as amended, requires that no Section 504 qualified student shall be excluded from participation in, be denied the benefit of, or be subject to discrimination in any program or activity offered by Fairfax County Public Schools (FCPS). A student is considered to have a disability under Section 504, and has a corresponding right to a free appropriate public education, when the student has a physical or mental impairment that impacts and substantially limits a major life activity. A 504 Plan is a statement of the required accommodations and services that FCPS will provide to a student, and is developed by a knowledgeable committee of appropriate school personnel.

The 504 Knowledgeable Committee is scheduled to meet on (date) _____
at (time) _____, at (location) _____.

Information which may be reviewed includes your child's scholastic record, results of any standardized testing and/or classroom observation.

The purpose of this meeting is to proceed with:

- a 504 Initial Qualification an annual 504 Plan a 504 Reevaluation

School staff members who will be present at this meeting include:

- principal or designee general education teacher
 _____ _____ _____
 _____ _____ _____

Additional individuals who have knowledge or special expertise regarding your child may participate in the meeting at the request of the parent or the school.

Any questions you may have concerning your child will be discussed at the 504 meeting. A copy of *504 Procedural Safeguards* is enclosed for your information. If you have questions or desire assistance in understanding the provisions of these procedural safeguards, please contact Due Process and Eligibility at 571-423-4470. Additional copies of the document are available at the school or on-line at <https://www.fcps.edu/sites/default/files/media/forms/se92.pdf>.

If you would like to provide information prior to the meeting, or if I may be of further assistance to you, please contact me at

_____.

Sincerely,

Enclosures