

## 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 that may be reviewed includes your child's scholastic record, results of any standardized testing, and/or classroom observation. A *Parent/Guardian Input* form (SS/SE-127) is enclosed should you wish to provide additional information for committee consideration. If you have reports or other written information you would like the committee to consider, please provide it to the school at your earliest opportunity.

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 online at <https://www.fcps.edu/academics/academic-overview/special-education-instruction/special-education-procedural-support-12>.

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

*Information from the Fairfax County Public Schools student scholastic record is released on the condition that the recipient agrees not to permit any other party to have access to such information without the written consent of the parent or of the eligible student.*