



Section 504 Parent Notice of Conference

Dear \_\_\_\_\_, Date: \_\_\_\_\_  
Parent / Guardian

We have scheduled a meeting to discuss your child's educational needs:

Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

The purpose of this meeting is to: (check all that apply)

- Discuss possibility of disability
- Discuss results of re-evaluation
- Review of accommodation plan
- Discuss termination or renewal of 504 eligibility
- Discuss results of evaluation / § 504 eligibility
- Review instructional progress
- Review of placement
- Discuss misconduct / infraction of school rules as it relates to disability

Other (specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following people will be included in the meeting: (fill in names as necessary)

Name	Title
_____	504 Site Coordinator
_____	Parent
_____	Student
_____	Teacher
_____	Nurse
_____	Counselor
_____	Other
_____	Other

If you have questions about this information, please call \_\_\_\_\_ at (541) \_\_\_\_\_.

- cc: 1) Students Cumulative Folder  
2) District 504 Coordinator  
3) Parent

Enclosures: <input type="checkbox"/> Information Regarding Section § 504 of Rehabilitation Act of 1973 <input type="checkbox"/> Procedural Safeguards and Parental Rights
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## EVALUATION AND PLACEMENT

### Please Keep This Explanation for Future Reference

#### (Section 504 of the Rehabilitation Act of 1973)

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This document describes 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 disability;
2. Have the school district advise you of your rights under federal law.<sup>1</sup>
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the provision of regular education or special education and related aids and services that are designed to meet the individual needs of students with disabilities as adequately as the needs of non-disabled students are met.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
7. Have transportation provided to and from a district initiated alternative placement setting 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, educational program, and placement;

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<sup>1</sup> This document is your notice of rights.

10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
13. 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 the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the State Superintendent of Public Instruction, Oregon Department of Education, 255 Capitol Street, NE, Salem, Oregon 97310-0290, pursuant to OAR 581-15-109;
14. File a written grievance following the district's grievance or complaint procedure.

**The person in this district who is responsible for assuring that the district complies with Section 504 is:**

**Name:** \_\_\_\_\_ **Telephone No.**\_\_\_\_\_