

DESOTO PARISH SCHOOL SYSTEM
PARENT NOTICE OF ANNUAL REVIEW OF SECTION 504 PLAN

Parents of: _____ Date: _____

We will be conducting the annual review of your child’s 504 Plan. In order to have testing accommodations, we have to review the Section 504 Plan every year. We meet with the teachers to see how the plan is working and make minor adjustments if needed. Your participation in this process is invited and encouraged; however, it is not mandatory. If you cannot be physically present at the meeting, we can make arrangements for a phone conference. As always, if you have concerns regarding the existing 504 Plan, you can forward your concerns to me or your child’s teacher.

Date: _____
Time: _____
Place: _____
School Phone: _____

If the date and time are inconvenient and you wish to reschedule, please notify the principal or 504 Coordinator.

Sincerely,

504 Chairperson

Return this portion to your child’s teacher: Student: _____

_____ Yes, I will attend the annual 504 meeting to review my child’s 504 Plan.

_____ No, I will not be able to attend at this time. I would like to reschedule this meeting.
Please contact me at: _____

Parent Signature _____ Date _____

Parents of: _____ Date: _____