

DESOTO PARISH SCHOOL SYSTEM
PARENT NOTICE OF RE-EVALUATION OF 504 ACCOMMODATIONS PLAN

We will be conducting the Re-evaluation of your child's 504 Plan. A Section 504 re-evaluation will be conducted **every three years or when a significant change in placement occurs** in order to examine the student's current performance and determine the need for continued eligibility. Your presence at the meeting is greatly appreciated; however, it is not mandatory. If you cannot be at the meeting, I will send home a copy of the updated plan. Also, if you cannot be at the meeting and have concerns regarding the existing 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 504 meeting to Re-evaluate 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 _____