

**ALBUQUERQUE PUBLIC SCHOOLS
REQUIRED PARENT NOTICE
SECTION 504 STUDENT ELIGIBILITY CONFERENCE**

Date of Notice: _____

PARENT/GUARDIAN: _____

Student's Name: _____

Birthdate: _____

Student ID #: _____

School: _____

The Section 504 eligibility committee is in the process of planning an eligibility meeting for your child. The purpose is to determine whether _____ may be eligible for accommodations under Section 504 that will better insure his/her access to educational services, programs, and/or school activities. Students are eligible for this kind of support if they have a physical or mental impairment that substantially limits one or more life activities and this impairment substantially impacts their ability to access their educational program.

The following concern(s) has prompted our staff to organize this meeting: _____

We will be reviewing school student information, as well as any information you might provide, to make a determination of eligibility and possible accommodations. We welcome your participation in working with us. If you have any questions or concerns about this conference or need more information, please contact

_____ at _____.

Meeting Details:

Date of 504 Eligibility Determination Conference: _____

Time: _____

Place: _____

Conference Type: Initial ____ **Review of Prior Eligibility:** ____

Required Copies: Parents/Guardian
Student's Teacher (s)
504 Committee
Student Cumulative Folder
APS Service Center