

PROGRAMS FOR STUDENTS WITH DISABILITIES EXHIBIT

CHAZY CENTRAL RURAL SCHOOL
Committee on Special Education
609 Miner Farm Road
Chazy, NY 12921
Telephone: (518) 846-8885 Fax: (518) 846-8515

Date _____

Type of Meeting: _____

Dear _____:

The Section 504 Committee plans to review the program of your child, _____
_____ on _____ at _____
to discuss with the committee whether _____ is in need of changes in _____
_____ educational program. This meeting will be held in the Elementary Conference
Room.

The following Section 504 members may be attending:

Karen Pepper

CSE Secretary may also be present for the purpose of recording the minutes of the meeting.

One or more of the following related service providers may also be attending:

Physical Therapist Donna Agnew
Physical Therapist Assistant Jackie Scott
Occupational Therapist Mindy Conroy or Kathleen Henry-Parisi
Speech Therapist Nicole Davis
Guidance Counselor Amy Racine
Special Education Teacher Gayle Ratner, Nichole Duprey, Jeremy Kain, Amanda Bokus
Kelley Wilson-Stevens

or

Student Advocate Thomas Bull
Other _____

If you wish our school physician to be present during the committee's review of your child's educational program, please notify my office as soon as possible so that we may give the physician the necessary 3 days notice.

5020.3-E.10

I will be at the meeting as Coordinator of the Section 504 Committee. Since it is important that you share in the decision-making process, it is our hope that you will be able to attend. You are welcome to bring any individuals to the meeting who can provide important information and/or input into the development or recommendations for an appropriate program for your child. If necessary, the district will arrange to have a translator, interpreter or a reader for the meeting. The results of the meeting and any changes in the 504 Plan will be provided to you for your information.

If you have any questions or are unable to keep your appointment, please call my office at 846-8888 as soon as possible.

Sincerely,

Theda Wilfore
CSE Chairperson/Section 504 Coordinator

Attachments:

Meeting Response Form
Parent Due Process Rights, Procedures for Hearing and Appeal
List of Legal and Other Relevant Services
Type of Evaluations

NOTE: IN CASE OF SCHOOL CLOSINGS, THE CSE MEETING WILL BE RESCHEDULED. IF SCHOOL IS DELAYED, PLEASE CONTACT ME OFFICE FOR AN UPDATE.

Adoption date: April 17, 2007