

504 Prior Written Notice and/or Memorandum of Conference
Monongalia County Schools

Student's Full Name: _____ **Date:** _____
School: _____ **DOB:** _____
Parent(s)/Guardian(s): _____ **Grade:** _____
Address: _____ **WVEIS:** _____
City/State: _____ **Telephone:** _____

Dear _____:

As a result of:

___ 504 Review (informal/formal) or conference conducted on _____,
___ 504 Eligibility Meeting conducted on _____,
___ 504 Accommodation Plan Meeting conducted on _____,
___ Disciplinary Action Review Meeting conducted on _____,
___ Other: _____

the district is ___ proposing **or** ___ refusing to initiate or change:

___ the educational evaluation or reevaluation of the student.
___ the identification of the student as having a disability under 504
___ the development of an accommodation plan to address needs of a 504 eligible student
___ adjustment of accommodation plan by making addition(s)
___ adjustment of accommodation plan by removing accommodation(s) and/or modifications
___ the provision of a free appropriate public education (FAPE) to the student.

Specifically, the district is: _____

The district is proposing **or** refusing this action because: _____

The evaluation procedure(s), assessment(s), record(s) or report(s) the district used as a basis for the ___ proposed **or** ___ refused action are: _____

Other options the district considered include: _____

The reasons the above options were rejected are: _____

Other factors relevant to the district's ___ proposal **or** ___ refusal are: _____

504 eligible students, parents, and employees have protections under 504 procedural safeguards. A copy of the Procedural Safeguards and assistance in understanding the provisions of the procedural safeguards may be obtained by contacting the Monongalia County Schools 504 Coordinator at 304-291-9210, as appropriate, the local Parent Educator Resource Center at 304-599-5952 and/or the West Virginia Department of Education, Office of Special Programs at 304.558.2696 or 1.800.642.8541.

Sincerely,

Signature/Position

Date