



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

Parent 504 Memo

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Address: _____

RE: Section 504 of the Rehabilitation Act of 1973 referral

Dear: _____

As per your request, the Intervention and Referral Services Committee (I&RS) will be meeting to determine whether your child is eligible for services under Section 504 of the Rehabilitation Act of 1973. This meeting is necessary to determine the most appropriate school program for your child. Enclosed please find information regarding Section 504, Parent/Student rights information and a Parent/Guardian Referral Form.

At the next scheduled I&RS meeting a committee will meet to discuss your child's eligibility. Please understand that I&RS will first ask the Child Study Team to make a recommendation as to whether your child may be first eligible under the Individuals with Disabilities Act (IDEA). The CST will determine if the student's disability affects the student's educational performance as to require specialized instruction (IDEA). The I&RS will then consider the CST recommendation when considering if the student is 504 eligible. You have the right to request a hearing regarding the identification, evaluation or educational program of a student with a disability.