

Kentucky Public School District Personnel Documentation of Parent Contact

District Name:

Section 504 Meeting Information

Student Name:

Date:

Time:

Location:

FOR KPSD STAFF TO COMPLETE

Parent WILL attend the 504 team meeting.

Parent WILL NOT attend the 504 team meeting.

Parent Contact(s) Made Regarding Attendance at 504 Team Meeting (Specify date and type of communication):

If parent will not attend or if you were not able to contact the parent explain: