**SECTION 504 MEETING PREPARATION FORM**

If you have been invited to attend a Section 504 meeting, please make notes about the following and bring them with you or send them to your 504 Building Representative.

# Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grades made in your class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Modifications you make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional efforts made by student/parent that contribute to student’s success in your class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Rate this student in the following areas:

 (1=poor; 2=below average; 3=average; 4=above average; 5-excellent)

|  |  |  |
| --- | --- | --- |
| **Behavior** | **Rating** | **Comments** |
| **Completes class work** |  |  |
| **Completes homework** |  |  |
| **Attends to instruction** |  |  |
| **Follows oral directions** |  |  |
| **Follows written directions** |  |  |
| **Organizes materials** |  |  |
| **Quality of work** |  |  |
| **Pace of working** |  |  |
| **Interactions with adults** |  |  |
| **Interactions with peers** |  |  |
| **Other (specify)** |  |  |

Form 504/10/2013