

Lincoln Preparatory School

DUE PROCESS CHECKLIST FOR SECTION 504 IAP

Student: _____

School: _____

DATE

I. Parent sent notice 10 days prior to conference date

Verify that parent will attend meeting by:

Receipt of signed confirmation

Telephone or personal contact with the parent

Written note from parent

II. Parent rights under 504 and Grievance Procedure given

Date

Signature