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| --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Student Name/DOB** | **Teacher** | **Student #** | **Disabilities** | **Parent’s**  **Response** | **Purpose of the Meeting** |
| **Grade** | **Documentation Needed** |
| 9:00am-9:45am |  |  |  |  |  | Close-Request Additional Eval |
|  |  |
| 9:45am-10:15am |  |  |  |  |  | Discussion w/o parent |
|  |  |
| 10:15am-11:45am |  |  |  |  |  | Discussion w/o parent |
|  |  |
| 11:45am-12:30pm |  |  |  |  |  | New Referral |
|  |  |
| 12:45pm-1:30pm |  |  |  |  |  | Gifted Eligible |
|  |  |
| 1:30pm-2:15pm |  |  |  |  |  | Gifted Eligible |
|  |  |
| 2:15pm-3:15pm |  |  |  |  |  | Initial 504 |
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