



## CLAYSBURG-KIMMEL SPECIAL SERVICE OFFICE

531 Bedford Street

Claysburg, PA 16625

Phone (814) 239-0320 • Fax (814) 239-0333

<http://www.ckhsbulldogs.com>

<http://www.cksd.k12.pa.us>

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*Pride - Tradition - Excellence*

**Dear Parents:**

Enclosed you will find three separate documents reviewing your child's 504 Plan, including legal rights, as out-lined in Chapter 15 of Pennsylvania's school code. These forms are being sent due to Federal/State procedural changes related to effective 504 planning procedures. Please review the documents at your convenience, and if in agreement, sign the form titled, "Service Agreement." Please return the signed form *only* to the special education office at the address listed above.

If you have any questions and/or need clarification of your child's 504 plan, please do not hesitate to contact Mr. Brian Helsel, Director of Special Services, at 814-239-0320.

Thank you.

**Brian Helsel**