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Dear Parents,

I would like to take this time to introduce myself. My name is Kimberly Wilder, and I am the Student Support Coordinator for Mountain Brook Junior High School. I will also be your child's Section 504 Case Manager this year. Whether your learner is choosing traditional learning or virtual, I will be checking in with him or her during these first few weeks.

As your child's case manager, I will be:

- Facilitating Section 504 meetings
- Coordinating and providing information to all staff who are involved in the implementation of your child's plan
- Monitoring the implementation of the accommodations
- The contact person for you, teachers, administrators, or any other staff member who has concerns related to your child and his/her 504 Plan

Please feel free to contact me with any questions or concerns. My contact information is at the bottom of this email. I will be sending home a survey soon in order to get some valuable information from you. I look forward to working with you and your learner.

Here's to a great year,

Kimberly Wilder  
Student Support Coordinator  
Mountain Brook Junior High School  
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It's a Great Day to be a Spartan!