

Requesting a Section 504 Plan

A TEMPLATE FOR PARENTS

Parent's name: _____

Address: _____

Phone number: _____

Date: _____

Dear _____ ,
(Principal's name, Special Education Director's name, Section 504 Coordinator's name)

We are the parents of _____ , who attends _____
(Student's name) (School's name)

and is in the _____ . _____ has recently been diagnosed
(Student's grade level) (Student's name)

with _____ , that directly impacts his/her educational
(List diagnosis)

performance and needs. Though the school and teachers have attempted to address some
areas of concern, _____ continues to have difficulties, as many of
(Student's name)

the interventions have been unsuccessful. _____ is making limited
(Student's name)
progress and as a result is experiencing increased frustration.

To address our concerns we are requesting that _____ be considered
(Student's name)
for an accommodation plan pursuant to Section 504 of the Rehabilitation Act.

Thank you in advance for your collaborative efforts to provide our _____
(Daughter/Son)
with an appropriate and quality education. We look forward to hearing from you and working
with you and your staff to ensure a successful educational experience for _____.
(Student's name)

Sincerely,
