

Sample Letter Requesting a 504 Plan

(Date)

Principal
(Address)

Superintendent
(Address)

Dear Educators and Administrators,

We are the parents of _____, who attends _____ School. (Student) has recently been diagnosed with _____, that directly impacts his educational performance and needs. Though the school and teachers have attempted to address some areas of concern, (student) continues to have difficulties, as many of the interventions have been punitive in nature. (Student) is making limited progress and as a result is experiencing increased frustration.

To address our concerns we are requesting that _____ be considered for an accommodation plan pursuant to section 504 of the Rehabilitation Act.

Thank you in advance for your collaborative efforts to provide our son with an appropriate and quality education. We look forward to your timely response and plan for meeting our requests.

Sincerely,

(Parents)

Cc: Superintendent

October 2007