

## **Sample Letter Requesting a Section 504 Plan**

Parents name  
(Address)  
(Phone number)

(Date)

Principal's name  
(Address)

Special Education Director's name  
(Address)

Superintendent's name  
(Address)

Dear Educators and Administrators,

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

To address our concerns we are requesting that (Student's name) 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 (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,

(Parents name)