



504 Plan Request Meeting Sample Letter

Asking that your child's school set up an initial committee meeting to see if he or she qualifies for a 504 Plan in writing can be helpful for streamlining the process. The following is a simple sample letter requesting that first meeting:

*Parents name
(Street Address)
(City, State Zip Code)
(Phone number)*

(Date)

Dear Educators and Administrators,

I am the parent of (Student's name). He/she goes to (School's name) and is in the (Student's grade level). (Student's name) has recently been diagnosed with (List diagnosis) at Pediatrics Plus Counseling and Diagnostics.

(Student's name) is struggling in the academic setting and is showing decreased progress due to the diagnosis listed above. I am formally 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 efforts to provide our child with an appropriate and quality education. I look forward to working with the school's staff to ensure that my child receives the services and accommodations he/she needs in order to be more academically successful.

Sincerely,

(Parent name)