



SAMPLE PARENT LETTER TO SCHOOL ADMINISTRATOR REQUESTING A 504 PLAN MEETING

Date:

RE: [Student's Name]

Dear [Principal's Name, Special Education Director's name, Section 504 Coordinator's name, Counselor's name]:

We are the parent of [Student's name] who attends [School's name] and is in the [grade level]. Our [daughter/son] has been diagnosed with [diagnosis] that directly impacts [his/her] educational performance and needs. I am requesting a meeting to put a 504 plan in place and discuss required accommodations.

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 you with and your staff to ensure a successful educational experience for our [daughter/son].

Sincerely,

[Parent's name]