

How to Request a 504 Plan



Who to Contact?



In order to obtain a 504 plan, parents must make a request in writing. Parents should contact:

- School Counselors
- Principal
- 504 Coordinator



Contact information for these individuals can typically be found on the school districts website

Dear [School Counselor/504 Coordinator/Principal's Name],

I hope you are doing well. I am writing to formally request an evaluation of my child, [Student's Full Name], who is currently enrolled in [Grade/Class] at [School Name], to determine eligibility for accommodations under Section 504 of the Rehabilitation Act of 1973.

[Student's Name] has been experiencing [briefly describe condition or challenges—e.g., medical condition, attention difficulties, anxiety, learning challenges, etc.], which substantially limits one or more major life activities, including [learning, concentrating, communicating, etc.]. These challenges have begun to impact [his/her/their] ability to fully access the educational program.

I am requesting that the school conduct a comprehensive evaluation to determine whether [Student's Name] qualifies for a Section 504 Plan and, if so, to develop appropriate accommodations to support [his/her/their] educational needs. Please consider any relevant medical documentation, teacher observations, and other assessments as part of this process.

I would appreciate written confirmation of this request and information regarding the next steps, including timelines and any consent forms required. I am available to provide documentation from [doctor/therapist/other professional] or to discuss [Student's Name]'s needs further.

Thank you for your time and attention to this matter. I look forward to working collaboratively to ensure that [Student's Name] receives the support necessary to succeed.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]

