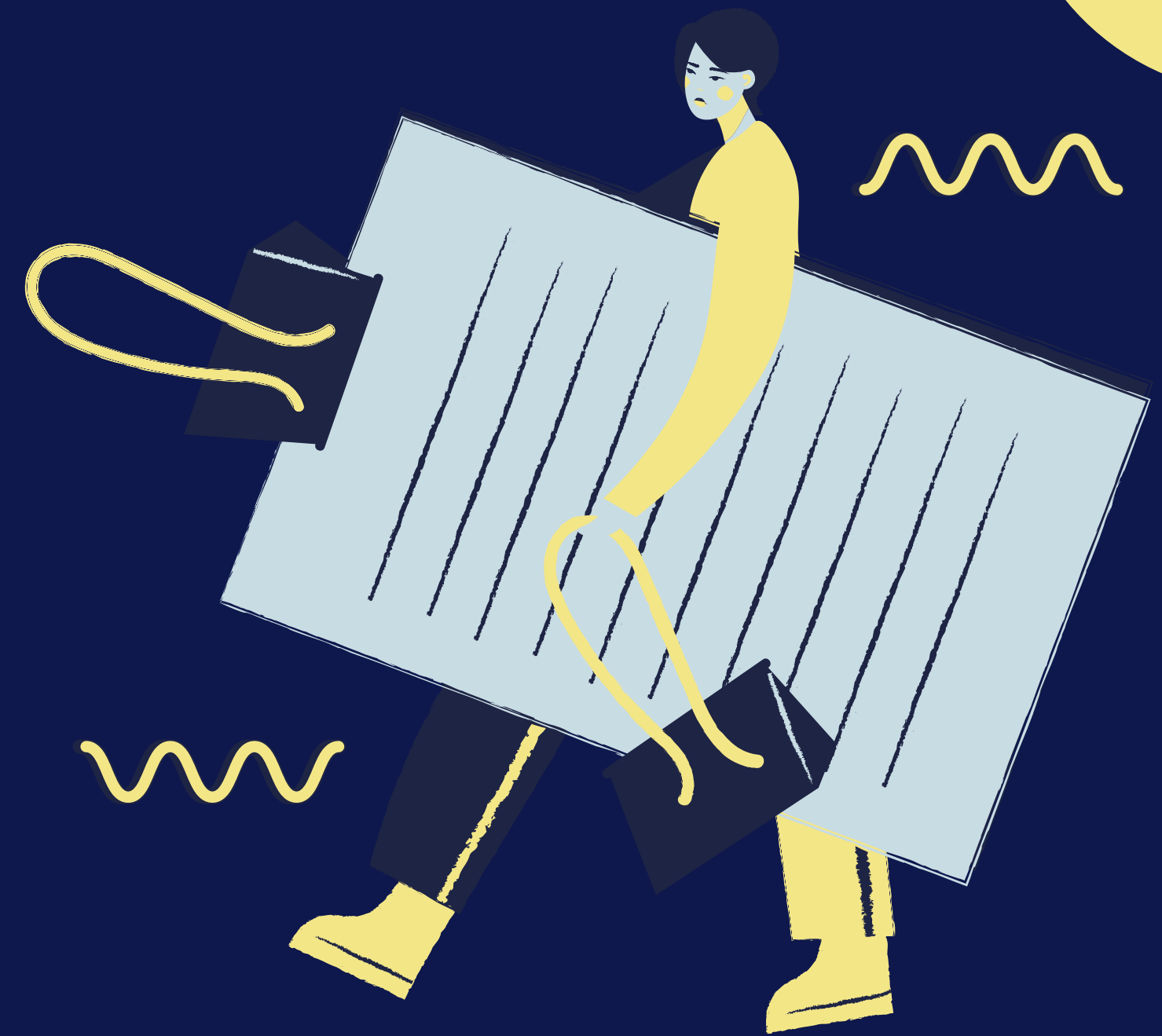


504 APPEAL PROCESS



Parental Rights under 504

The parent has the right to request reasonable accommodations on their child's behalf as well as being informed of all changes being made to the 504 before being put in place.

Parents can appeal an accommodation or denial of services at any time.

Limitations of Section 504

Under section 504, the parent's of students do not have the same authorities as they would with an IEP. Schools are not required to collaborate with the parent, only inform them of updates and changes taking place within the 504.

Re-evaluation of the child must also occur before significant changes are made to the 504 plan

PARENTAL RIGHTS UNDER SECTION 504

Sample 504 Appeal Letter



Dear [Coordinator's Name],

I am writing to formally appeal the decision made by the Section 504 Team on [Date of Meeting] regarding my child, [Student's Name], who is a student at [School Name].

The team's decision was to [Decision you are appealing: "denied eligibility for a 504 plan" **OR** "request additional services or modifications to the 504 plan"]. I disagree with this decision for the following reasons:

- **Evidence of Impact:** [Briefly explain how the student's disability "substantially limits" a major life activity like learning, concentrating, or breathing, citing specific examples from school or home].
- **Documentation Provided:** [Mention any medical reports, private evaluations, or teacher feedback that support your case which you believe were not fully considered].
- **Lack of Equal Access:** [Explain why the current plan or lack thereof prevents your child from having the same educational opportunities as their non-disabled peers].

Under Section 504 of the Rehabilitation Act of 1973 and New Jersey state guidelines, I am requesting a formal review of this decision. I would like to schedule a meeting to discuss these concerns further and reach a resolution that provides my child with a Free Appropriate Public Education (FAPE).

Please contact me to confirm receipt of this letter and to discuss the next steps in the appeal process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

CC: [School Principal Name], [Student's Case Manager/Teacher]

FILING AN APPEAL

You Can Learn
More At,
[U.S. Department
of Education](#)



Where to File?

Appeals should be made to the District 504 Coordinator (*position of this individual may vary based on the district*). Reponse time between 15-30 days.

Who fills this role?

- Special Education Director
- Principal
- Assistant Principal
- Counselor

Other Sources

Complaints can also be filed with the U.S. Department of Education Office for Civil Rights. Once filed within 180 days of the violating, schools will have 14 days to respond.