

# Access Information

## Sample Letter Requesting 504

(Date)

Principal

(Address)

504 Coordinator

(Address)

Dear Educators and Administrators,

We are the parents of (student) , who attends ( ) School. (Student) has recently been diagnosed with (disability, that impacts his educational performance and needs. (Student) is making limited progress and as a result is experiencing increased frustration.

To address our concerns we are requesting that (student) 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 son with an appropriate and quality education. We look forward to your response.

Sincerely,

(Parents)

**Got Questions?**  
**Just ASK!**

ASK Resource Center  
5665 Greendale Road  
Johnston, IA 50131  
515-243-1713  
info@askresource.org

