

504 PLAN REQUEST FORM

Dear Principal, Assistant Principals, and 504 Liaison,

I am the Parent/Legal Guardian/Foster Parent/Educational Decision Maker of _____, a child at your school (my child).

My child is struggling in school and I am hoping you can help me. ***I am respectfully requesting a 504 Plan for my child. My child has a disability/impairment and I believe my child may need the supports that a 504 Plan provides.*** My child's birthday is _____.

My child has been diagnosed with _____.

I am attaching proof of the disability/impairment from a professional

I will bring in proof of the disability when we meet.

I believe my child may need a 504 Plan because my child's documented impairment affects their major life activity of doing well in school. Specifically, my child is struggling in school because my child is/has:

Low grades

Low test scores

Struggling according to a teacher

Not turning in work; Struggling with homework

Getting in trouble at school

Crying or showing anxiety at home about school

Not going/wanting to go to school

Needs special help due the disability or needs some flexibility of school rules based on the effects of the disability

Struggles in navigating the school campus and getting to classes on-time

Other _____

I would also like to discuss at our meeting what school supports and interventions are available for my child generally and how I can help my child do well in school. I have heard there are interventions, behavior plans, and incentive plans that may be available for my child to be put into

place to help my child engage in school outside of the 504 Plan, while the 504 Plan is being put into place, or as a part of the 504 Plan.

If you do not believe my child needs a 504 Plan, I know I will hear from you in writing within 30 days of this request. If you do not think my child needs a 504 Plan and deny my request which I know you are allowed to do, I know I will receive the reasons for your denial and you will let me know the next steps are/what my rights are.

I believe my child can succeed at your school if given the proper supports. I hope we can work together to support my child through the 504 Plan or otherwise.

Thank you for your time and effort in considering my request. Please contact me within 5 school days to discuss my request or set up a meeting me for come in to create a 504 Plan for my child via phone at _____ and/or via email at _____.

Respectfully,

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