

Sample Letter – Request for 504 Assessment Only

[Your Name]
[Street Address]
[City, State, Zip Code]
[Telephone Number]
[email]

[Date]

[Administrator Name]
[Administrator Title (ie 504 Coordinator)]
[Local Unified School District]
[Street Address]
[City, CA Zip Code]

Re: [Student Name]

Dear [Administrator Name]:

I am the parent of [Student Name], a student in the [Local School District], who is in [X] grade and attends [School Name].

I am writing to refer my child, [Student Name], to be formally evaluated under Section 504 of the Rehabilitation Act of 1973 for the presence of any educational service needs which may require accommodation or program modification in order to enable [Student Name] to benefit from public education to the extent that students without disabilities do.

I request that the Section 504 Coordinator for [Local School District] be present at the initial 504 meeting to discuss the results and recommendations of the Section 504 Evaluation. [Optional: My child will also participate and will need to be excused from class to do so, if the meeting is scheduled within the school day.]

My child has the disability of [X]. [Briefly describe your reasons for concern, disability, needs, etc.] We have documentation from [list prior independent evaluations, or doctor or therapist reports] that would qualify him for services under Section 504 and would like to submit that information to you for review. [Attach documentation or pertinent reports or say that you have such evidence of need and can make it available to the district upon request.]

[If you know which areas you think need to be assessed or know specific tests, you might add:]
I request that [Local School District] conduct the following evaluations of my child, [Student Name]:

1. An assistive technology (AT) assessment to determine appropriate tools and program modifications that may be necessary to assist my child in accessing and benefiting from his educational program.

I look forward to receiving an Assessment Plan in 15 days for my consent so that district evaluations can proceed. I expect that evaluation can be completed promptly and thereafter, we can hold a 504 Meeting to discuss the results and plan for [Student Name]'s continued education. Please provide me with copies of any assessment reports or any other documentation that will be presented at the 504 Meeting, at least one week in advance, so that I have time to review. Please contact me. I will follow up by phone. The best times to reach me are [X].

Sincerely,
[Your Name]