



Formal Accommodation Request (IDEA/504-Compliant Language)

Subject: Request for Evaluation and Accommodation Meeting for [Child's Full Name]

Dear [Principal/Special Education Coordinator/504 Coordinator/Teacher's Name],

I am writing to formally request a meeting to discuss potential accommodations and/or services for my child, [Child's Full Name], a [grade]-grade student at [School Name]. Based on [his/her/their] current challenges and [medical/clinical/educational] documentation, I believe [he/she/they] may qualify for protections under **Section 504 of the Rehabilitation Act** and/or an **Individualized Education Program (IEP)** under **IDEA**.

[Child's Name] has been diagnosed with [specific diagnosis], which significantly impacts [his/her/their] ability to [list functional impacts — e.g., concentrate, regulate emotions, complete assignments, access the curriculum, etc.].

To support [his/her/their] access to a Free and Appropriate Public Education (FAPE), I am formally requesting:

1. A **comprehensive evaluation** under IDEA and/or a **504 eligibility determination**,
2. A **team meeting** to review current needs, and
3. Implementation of appropriate accommodations or services based on the outcome.

Examples of supports that may be appropriate include:

- [e.g., Extended time on assignments/tests]
- [e.g., Movement or sensory breaks]
- [e.g., Preferential seating or reduced-distraction workspace]
- [e.g., Support for emotional regulation or transitions]

Please consider this letter as a **formal written request** under the IDEA and Section 504. You have my permission to do any testing required for my child to access special education supports. I understand that upon receipt of this letter, the school district is legally required to provide a written response and begin the evaluation process within a reasonable timeframe (generally 30 school days for initial evaluation procedures under IDEA).

I am happy to provide relevant documentation from [e.g., physician, psychologist, therapist] and to collaborate with the school team to identify supports that allow [Child's Name] to thrive in the learning environment.

I look forward to your response and the scheduling of a team meeting at your earliest convenience.

Thank you for your time and attention to this important matter.

Sincerely,
[Your Full Name]
[Your Contact Information]
[Your Relationship to the Student]