

Requesting Services under Section 504

What is a Section 504 Plan?

Section 504 plans set out how a school will support a student with a disability. 504 plans are sometimes given to students who have disabilities but may not qualify for special education.

Examples of 504 Plan Services

- Extra time on tests
- Short breaks from class
- Speech or language therapy
- Study skills classes
- Special classroom seating
- Study guides

Who is Eligible for a 504 Plan?

To get a 504 plan, a student must have a disability that limits a major life activity, such as walking, seeing, hearing, breathing, learning, or doing things by hand.

Step-by-Step Guide for ERHs Requesting Records

1. Complete the form on this flyer. Include any academic or behavioral concerns.
2. Turn in the form to your school principal or special education coordinator.
3. Get proof your request was received in one of the following three ways:
 - i. Submit in person. Have the school date stamp the form, and keep a copy of the stamped form;
 - ii. Fax the form and keep a copy of the transmission report confirming it was received; or
 - iii. Mail by certified mail and keep the receipt.
4. Follow up after 1-2 weeks to schedule a meeting and discuss the school's plan to assess your student.



REQUEST FOR SUPPORT SERVICES UNDER SECTION 504

ERH Name:	
Address:	
City, State, Zip:	
Phone/Email:	

Student's Name:	
Student's D.O.B.:	
Grade Level:	
School:	
District:	

Date: ____ / ____ / ____

Dear Principal/Special Education Coordinator,

I am the education rights holder for the above-mentioned student. Although my student has not been found eligible for special education services, they have a documented disability and need supportive services to succeed in school. It is my understanding that the accommodations my student needs are covered under Section 504 of the Rehabilitation Act. I would like to have my student assessed for services under Section 504.

I am concerned because my student has the following disability and has been having the following academic and/or behavioral issues:

Please contact me within 10 days to meet and discuss the accommodations and modifications a Section 504 plan could provide and what assessments must be completed to establish eligibility for services.

Thank you for your attention and cooperation regarding this matter. If you have any questions, do not hesitate to contact me at the number listed above.

ERH Signature: _____

ERH Name: _____