

# 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 services through an IEP. REMEMBER: The Office for Civil Rights has said that students with 504 plans can still receive special education services.

## 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.



**NLSLA**

Neighborhood Legal Services  
of Los Angeles County



**For free legal help, please contact NLSLA:**  
NLSLAEducationTeam@nsla.org | (888) 907-0444 |  
nsla.org/services/education-rights

**All Services are Free of Charge**

# REQUEST FOR SUPPORT SERVICES UNDER SECTION 504

Date: \_\_\_\_\_

District:	
Attn: Director of Special Education	
Address:	
Fax Number:	

Student's Name:	
Student's D.O.B.:	
Current School:	
ERH's Address:	
ERH's Email:	
ERH's Telephone Number:	

To Whom It May Concern:

I am the Education Rights Holder for the above student. My student has a disability and needs supportive services provided through Section 504 of the Rehabilitation Act to succeed in school. I request to have my student evaluated for services under Section 504.

I am concerned about the following areas related to my student's academics and behavior:

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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.

Sincerely,