Disability Rights WISCONSIN

Form Letter: Asking Your Child's School for Reasonable Accommodations

This form letter shows what can be in your letter to the school. It is not legal advice.

For legal advice specific to your or your child's situation, please talk with an attorney.

About This Form Letter

You may use this letter to ask your child's school to give your child reasonable accommodations during the school day. You can do this by explaining your child's disabilities and listing the reasonable accommodations they need to get the most out of their education.

How to Use This Form Letter

You can type your information into this form letter using your computer and print it out. If you don't have a computer or can't use one, you can print the form letter out and fill it in by hand.

You may want to ask the school for a response within 1 to 2 weeks. This will give the school team time to reply to your letter.

Once you have filled out the letter, you can mail it, email it, or drop it off at your child's school. Keep a copy of the letter for yourself. You can write down when you sent your letter and when you are expecting a reply.

_____, _____
Date Year

Re: Accommodation Request for my child, _____, DOB: _____

To my child's school Principal, _____:

I am writing as the parent of _____. My child, _____, has these disabilities:

_____

_____

I am officially asking that the School District give my child a reasonable accommodation based on their disabilities. My child, _____, needs these reasonable accommodations:

_____

_____

_____

_____

_____

I am asking for this under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. My child, _____, needs the accommodations we are asking for to effectively access the benefits of the school's services, programs, and activities.

Please respond to this request in writing no later than one week from today. Also, please include this letter in my child's file as part of their educational record. Thank you for your time and help with this.

Sincerely,

_____

Phone: _____

Email: _____