

DATE

To (School Psychologist and Social Worker, if present), (Principal, Vice Principal), and (Teacher),

I am requesting a 504 meeting for my daughter, NAME, to be held as soon as possible. She was diagnosed with \_\_\_\_\_ on DATE. We would like to develop a 504 plan to include accommodations and modifications to support her successful access to the Least Restrictive Environment, especially given the academic and social-emotional learning demands of \_\_\_\_ grade.

NAME's ADHD impacts her access to LRE and has an educational impact on her ability to \_\_\_\_\_ . We request a 504 plan be developed to address these needs.

We will look forward to your response to set up the meeting as soon as possible.

Thank you,