

Accommodation Request Letter

A fill-in-the-blank template to formally request an evaluation and classroom supports.

How to use this template

- [] Fill in the blanks, keeping your own words where you want them — plain language is fine.
- [] Email it (or hand-deliver a printed copy) to the **principal**, copying your child's teacher. Email creates a date-stamped record automatically.
- [] Keep a copy. The date on this letter starts the school's legal response timelines.
- [] You do not need a medical diagnosis to send this letter. Your written concern is enough to trigger the school's duty to consider an evaluation.

Date: _____

To: _____ (Principal), _____ (Teacher)

School: _____

Dear _____,

I am the parent/guardian of _____, a student in grade _____
_____. I am writing to formally request that my child be evaluated for special education services and/or a Section 504 Plan, including all areas of suspected disability.

I am concerned because my child is experiencing difficulty with: _____
_____ (for example: staying focused in class, completing assignments, following multi-step directions, organization, or managing frustration).

At home, we have noticed: _____.

Please consider this letter my written consent to begin the evaluation process. I understand the school will send me an assessment plan, and I ask that you respond in writing with the next steps and applicable timelines.

I want to work together as a team to help my child succeed, and I appreciate your partnership. You can reach me at _____ (phone) or _____ (email).

Sincerely,

_____ (signature) _____ (printed name)

Good to know

- If you prefer to write in Spanish, do — the school is responsible for translation, and your request is just as valid.
- If you receive no response within two weeks, follow up in writing and mention the date of this letter.
- Free help is available: DREDF (dredf.org, Berkeley) trains and advises Bay Area parents at no cost.

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