**Sample Parent Letter to School Administrator Addressing a Complaint with 504 Plan Adherence**

Date (include month, day, and year)

Dear (Name of Administrator)

My name is (name) and I am the parent of (your child’s first and last name) in the (number) grade. I am writing to address some concerns I have about the implementation of my child’s 504 plan.

I have written to (teacher name) on (date) and (identify the issue e.g. have not received a response or the accommodations are still not being provided). Copies of the correspondence are also enclosed.

As a result, (your child’s first name) is facing enormous challenges to perform to the best of (his/her) ability. I know you are committed to providing a supportive, learning environment for your students. And we collaborated in the development of the 504 plan in compliance with Section 504 law requirements.

If (his/her teacher) is experiencing challenges with providing accommodations, I would be happy to discuss, and work together to resolve in the best interest of (child’s first name).

 I can be reached at (phone number) or by email (email address) and would appreciate a response by (give a date; between 5-10 business days is considered reasonable).

Thank you in advance for your help with this important matter. I know both of us want to see (child’s first name) succeed, and I look forward to discussing ways we can ensure this happens.

Sincerely,

(Your name)