

Date _____

Student's Name: _____

Date of Birth: _____

School: _____

Dear 504 Chairperson:

I am the parent of _____. I have concerns about my child's education. I am requesting that a 504 meeting be held as soon as possible.

Thank you for your help. I look forward to hearing from you in writing within ten school days of the date you receive this letter so we can arrange a time for the meeting.

Sincerely,

Guardian's signature: _____

Address: _____

Phone number: _____