



## **SAMPLE LETTER**

Dear Parent or Guardian:

Your child may be entitled to direct health services and/or accommodations in school under Section 504 of the Rehabilitation Act of 1973 in school. Health services and/or accommodations will provide assistance to students with special health needs who might have difficulty attending school or participating in regular school activities without support services or reasonable accommodations. For example, students with a medical condition may require the administration of medication or students with vision or hearing impairments might be seated near the blackboard.

### **How to Find Out if Your Child Qualifies for Medical Services or Section 504 Accommodations.**

1. Contact the school principal or the New York City Department of Education at (718) 391-8116. Give your child's name, school and class. Describe your child's special needs, the type of help he or she needs and how often.
2. The principal will explain the steps you must take to apply for services for your child.
3. Once you provide the necessary information, an evaluation of your request for services is performed by the Department of Health and Mental Hygiene and the Department of Education. The school-based 504 Team will schedule a meeting and you will be invited to this meeting. At the meeting, the Team, which includes the parent/guardian, will make a decision as to whether your child will receive health services and/or accommodations under Section 504. You will be informed of the decision within 30 days.

The enclosed notice gives you more specific details about your child's rights. If you have any questions about such services, ask your principal or call the Department of Education at (718) 391-8116.

Sincerely,