



SAMPLE LETTER

Dear Parent or Guardian:

Your child may be able to receive health services or accommodations in school under Section 504 of the Rehabilitation Act. These services allow students with special health needs to fully participate in school. For example, students with a medical condition may be given medicine at school. Students who have trouble seeing or hearing might be seated close to the blackboard.

How to Find Out if Your Child Qualifies for Services or Accommodations:

1. Contact either:

- Your child's school principal, or
- Neil Somerfeld at nsomerf@schools.nyc.gov. Give your child's name, school, and class.

Describe your child's condition and the type of help he or she needs.

2. Your child's school principal will explain how to apply for services for your child.

3. After you apply, your school will review your request for services. Your school's 504 Team will invite you to a meeting to discuss your child's needs. At this meeting, the Team will decide if your child will receive any services or accommodations. You will be informed of the decision within 30 days.

The attached 504 FAQ gives you more details about your child's rights. If you have any questions, ask your principal or e-mail nsomerf@schools.nyc.gov.

Sincerely,