

# Instructions for Request for 504 Plan Letter

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1. Write the date you are completing and signing the letter.
2. Put in Principal's name, School name, and school address
3. Put in the Principal's name
4. Fill in your child's name.
5. Write in the conditions or diagnoses that your child has.
6. Check the box if you have a paper from the doctor you can include. It is best to include a paper from the doctor that backs up what you are saying about your child's diagnoses.
7. Sign and then write your name.
8. Write your phone number and your email or mailing address.
9. Deliver the letter, by hand, by email, by mail, or by fax.
10. If you deliver by hand, write the name of the person who took the letter on your copy.
11. **VERY IMPORTANT:** Keep a copy of the letter
  - a. Take a photo of the letter on your phone and email it to yourself. Emailing to yourself helps in case your phone gets lost, damaged, or erased.
  - b. You can keep a paper photocopy in your files.

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*Advocates for Basic Legal Equality, Inc. and Legal Aid of Western Ohio, Inc. are non-profit law firms serving the civil legal needs of western Ohio's low-income individuals and families. This information is not legal advice. It is general information. It is not a substitute for talking to a lawyer about your situation. You may still need help from a lawyer.*

*\*Last updated February 2021*