Example Parent Request - Letter Template to Request School Supports After Child's Brain Injury

Date

ADD NAME, Principal; ADD NAME, School Nurse; ADD NAME, 504 Coordinator, ADD NAME, Special Education Coordinator (delete any)
ADD SCHOOL NAME
ADD SCHOOL ADDRESS
CITY, STATE, ZIPCODE

Dear ADD NAMES,

I am writing to request that my child, NAME, be evaluated for a 504 Plan. CHILD'S NAME is currently enrolled in the XX grade and is struggling to LEARN AND/OR BEHAVE. Describe your concerns:

On DATE, CHILD'S NAME experienced a MEDICAL DIAGNOSIS of Traumatic Brain Injury. Since that time, CHILD'S NAME has experienced difficulties FILL IN -LEARNING, BEHAVING, NAVIGATING THE SCHOOL, MEMORY, ATTENTION, CONCENTRATION, EXECUTIVE FUNCTION, MOBILITY, COMMUNICATION, ETC….

Enclosed, I have included CHILD'S NAME medical diagnosis and related medical, rehabilitation, and/or neuropsychological evaluations.

Please acknowledge receipt of this request and advise me on next steps. I would be happy to discuss my current concerns regarding CHILD'S NAME learning abilities.

Thank you for your prompt response to my request.

Sincerely,

SIGNATURE

Parent Name
Parent Address
Parent Phone
Parent Email Address

**keep a copy of your signed, dated letter*

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