

SAMPLE DECISION LETTER

Section 504 Evaluation Meeting – Student Did Not Meet Eligibility Criteria

(Date)

(Parent's Name)

(Student's Name, Student ID#)

(School)

(Home Address)

Dear Parent/Guardian:

On *(date)*, a Section 504 Team Meeting was held to determine the eligibility of *(name of student)* for a Section 504 Accommodation Plan. It was determined that the eligibility criteria for a Section 504 Plan was not met at this time, due to the following:

If you disagree with this decision, you may do the following (AR 6164.6):

1. Within 10 days of receiving the school 504 team decision, submit in writing your reason for disagreement and request that the school principal and school 504 team review the decision in an attempt to resolve the disagreement.
- 2.

