Parent Information Center
ON SPECIAL EDUCATION

Sample Letter

Please note: *It is very important that all correspondence be dated and that you keep a copy for your records.*

SAMPLE LETTER FOR A PHYSICIAN RECOMMENDING A 504 PLAN

[Note to Parent – Keep the original copy of this letter for your records and give or send a copy to the school district]

NOTE: Letter to be sent to the parents who will then enclose a copy with a cover letter from them to the Case Manager, Special Education Director or Principal

[Date]

Dear----------

[Name of child] is my patient. I have made a formal diagnosis of [provide the full name of the disability/ailment] and recommend that he/she be given a 504 plan to accommodate his/her medical needs.

In order for [name of child] to be in an appropriately safe environment and receive an appropriate education, he/she requires special education [504 Plan] including the following components: [specify program components].

Very truly yours,

[Name of MD]

This document is provided for informational purposes only; it does not, nor is it intended to, constitute legal advice. For more information on the special education process, and upcoming workshop opportunities, please visit our website at www.nhspecialed.org . Be sure to read our brochure, "Steps in the NH Special Education Process".