**Sample Parent Letter to Administrator— Request for Modification to 504/IEP Plan**

Date (include month, day, and year)

Dear (Name of Administrator

I am writing to request a (504/IEP) plan review meeting. I would like to discuss making changes in (child’s first and last name)’s plan. As you are aware, my child has (type of arthritis) and I am concerned that the current accommodations are not sufficient to ensure optimal performance.

I would also like to have (names of health professionals and/or advocates) attend the meeting. I think his/her/their expertise and in-depth knowledge of (child’s first name) condition and health challenges will make their participation valuable.

I can arrange to meet with you and the other members of the evaluation team on (days) between (give a range of time, such as between 2:00 and 4:00). Please let me know what time would be best for you.

I look forward to hearing from you soon. I can be reached at (phone) or by email at (email address). I would appreciate receiving a response (give date: 3-5 business days is reasonable).

Thank you for your help.

Sincerely,

(Your Name)

Cc: Health professionals and/or advocates