

EXAMPLE OF 504 LETTER

Date _____

To Whom It May Concern:

I am writing in reference to Frank Jones, a patient in my pediatric practice. Frank has been diagnosed with Attention Deficit Hyperactivity Disorder. Based on my evaluation, I feel that Frank should be assessed for a 504 classroom accommodation plan that may include interventions such as preferential seating, extra time to complete class work or examinations, decreasing work load, repeating directions, redirecting off task behaviors, providing organizational assistance and allowing out of seat activities.

Please contact me with any questions or concerns.

Sincerely yours,

M.D.