

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.

- ! Question and cross examine witnesses
- ! Receive written findings by the hearing officer

If desired you may request a review of the hearing officer's decision by the Office for Civil Rights (OCR) within 60 days after the completion of the school district's process

- ! If you choose to bypass the district process a complaint must be filed within 60 days of the date of the alleged discrimination
- ! Send a complaint by US mail fax e mail or online

Headquarters in Washington
 U S Department of Education Office for Civil Rights
 Maryland Ave SW
 Washington

fax
 T
 mail ocr@ed.gov

Sincerely