

## **Step 4B: Substantial Limitation Parent Notification**

Date

To the Parents of (insert student name):

On [date] a referral team met to determine your student's eligibility for 504 accommodations. Please review the data below that was collected to determine your student's 504 eligibility. A student qualifying for a 504 plan must have 4's or 5's in at least one category of limited life activity determined either by mean or mode, which constitutes substantial limitation.

Based on the referral team's determination, your student was found to have at least one substantial limitation in a life activity. Please find a summary of the determination results below, in addition to narrative comments provided by the referral team. In order to finalize an accommodation plan for your student, please sign the permission form below to grant the district permission to enact a plan.

If you would like to further discuss this denial or would like information on appeal/grievance process, please contact me at 641-472-2655.

[insert determination data summary and comments]

Sincerely,

Chuck Bengel, 504 Coordinator