

Dear Parent or Guardian:

Under Section 504 of the Rehabilitation Act of 1973 (a federal law) and [Chancellor's Regulation A-710](#), your child may be able to receive health services and/or other reasonable accommodations in school and other DOE programs and activities. These services help students with special health needs to participate on an equal basis as their peers who do not have disabilities. For example: students with a medical condition may be given medicine at school according to their health care provider's instructions, or students who have trouble seeing or hearing may be seated close to the teacher or blackboard.

**How to find out if your child qualifies for services and/or accommodations:**

1. Contact either:

- Your child's school 504 Coordinator or principal;
- Section 504 Program Manager, at [504Questions@schools.nyc.gov](mailto:504Questions@schools.nyc.gov).

Give your child's name, school, and class and describe your child's condition and the type of help they need.

2. Your child's school 504 Coordinator or principal will explain how to apply for services and/or accommodations for your child.

3. After you apply, your school will review your request to determine whether your child is eligible for services and/or accommodations. Within 5 school days of receiving your completed 504 request forms, you will receive a notice inviting you to a 504 Team Meeting at the school to discuss your child's needs. Depending on the services requested, the Meeting must occur no later than 15 or 30 school days from receipt of the completed 504 request forms.

The attached [504 Accommodations: Student & Family Guide](#) and [Notice of Non-Discrimination Under Section 504](#) provide more details about your child's rights. These resources, along with Chancellor's Regulation A-710 and related forms are available at <https://www.schools.nyc.gov/school-life/health-and-wellness/504-accommodations><sup>[OBJ]</sup>

If you have any questions, or if you are concerned about your child's access to a DOE or non-DOE extracurricular program, please contact your 504 Coordinator or principal, or email [504Questions@schools.nyc.gov](mailto:504Questions@schools.nyc.gov).

Sincerely,

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504 Coordinator

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Principal