

Sample Parental Referral Letter

The following sample letter can be used to refer your child for a Section 504 plan evaluation but should be adjusted to fit the individual needs of your child (see items in brackets []). Discuss your child's needs with your board-certified allergist before writing the letter. It is important to connect your child's health impairment (food allergies) and your child's ability to access his or her education:

"I am referring my child, [enter child's name], to receive an evaluation for a Section 504 plan because of life-threatening food allergies to [list allergies] (see list attached). I am requesting a Section 504 plan to minimize the risk of an anaphylactic reaction at school, to ensure that [enter child's name]'s classroom remains free of allergens [or food free], and that [enter child's name] is safely included in all school programs and activities. Please consider this e-mail as my permission for the evaluation."*

*List food allergies and other sources of allergens, including non-food sources. It may be helpful to visit FAACT's [Food Allergens](#) page and print the PDF page about each allergen to which your child is allergic.