

SCHOOL LETTERHEAD

Memorandum for the Record (MFR)

Completed 504 Assessments & Accommodations

STUDENT:

GRADE:

DATE:

PURPOSE OF MFR:

This MFR documents the conversation and agreement/understanding between [Name of School Personnel] and [Name of Parent] on [DATE] via [Form of Communication].

{ has been in an evaluation process to determine whether there is evidence that { has a disabling condition that significantly limits a major life activity and requires accommodations to access the learning environment.

All assessments were completed on [DATE] and a meeting to review results and determine eligibility was to be scheduled within 10 days of that final assessment date. However, due to the closure of schools related to COVID-19, the 504 Team is unable to ensure the process and participation for the procedural meeting to determine eligibility and possible need for a 504 Plan.

However, during this interval of school interruption, the 504 Team feels it is in {’s best interest to proceed in providing accommodations through a virtual learning experience. The areas of need of [XXXX, XXXX] identified through the assessment results will be the focus for their virtual learning activities. This will help to ensure that { receives immediate additional supports in areas that are suggested by the recent evaluations.

Parents indicated agreement with this arrangement and have provided signed consent for { to receive 504 accommodations. When schools resume normal operations, a meeting will be scheduled to review the 504 assessment results and determine if { is eligible for 504 protections and 504 Accommodations.

Parents can contact [School Administrator] with any questions pertaining to this situation.

Signature – School administrator

Copy:
Student Confidential Record

Parents