

SCHOOL LETTERHEAD

Memorandum for the Record (MFR)

504 Eligible with Accommodation Plan Pending

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].

At a 504 Team meeting on [DATE] { was found eligible for 504 protections and accommodations were discussed. Due to the closure of schools related to COVID-19, the 504 Team is unable to meet to write { 's 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 the current remote learning experience. The areas of need identified in the 504 eligibility report signed on [XXXX] will be the focus for these accommodations.

Parents indicated agreement with this arrangement and have provided signed consent for { to receive accommodations related to the areas of need due to the documented disabling condition(s). When schools resume normal operations a meeting will be scheduled to develop a formal 504 Plan for {. Parents can contact [School Administrator] with any questions pertaining this situation.

Signature – School administrator

Copy:

Student Confidential Record

Parents