SCHOOL LETTERHEAD

Memorandum for the Record (MFR)

504 Eligible with Accommodation Plan Pending – Decline 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].

At a 504 Team meeting on [DATE] { was found eligible for 504 protections and accommodations were discussed. However, due to the closure of schools related to COVID-19, the 504 Team is unable to meet to write {'s accommodation plan.

During this interval of school interruption, the 504 Team feels it is in {'s best interest to proceed in providing accommodations through this 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 have declined consent for { to receive accommodations referenced in the above communication.

When schools resume normal operations a meeting will be scheduled to develop a formal 504 Accommodations Plan for {. Parents can contact [School Administrator] with any questions pertaining to this situation.

_____
Signature – School administrator

Copy:
Student Confidential Record
Parents