



**Sample Letter to
Principal -- to fill
504**

<Your Name>
<Street Address>
<City, State, Zip>

<Date>

<Principal's Name>
<School Name>
<Street Address>
<City, State, Zip>

RE: <Child's First and Last Name>

Dear <Principal's Name>:

My child, <Child's First Name>, is in the <grade level> at <Name of School>. <Child's name> has been bullied and harassed at school by <name of harasser of what you know about harasser>. The bullying and harassment occurred on <date and or time> <Describe what happened. Add information on anyone who might have witnessed.> We became aware of this incident when <how you found out>.

<First name of child> was hurt by this bullying and harassment. <Describe any mental or physical harm your child has suffered. Describe how it has affected your child.> As you are likely aware, federal laws (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Amendment Act (ADAAA) of 2008) that protect the rights of a child with a disability against bullying behavior that is based on the child's disabilities and that interferes with or denies the child the opportunity to participate in or benefit from an educational program.

Please send me a copy of the incident report(s) regarding this bullying and harassment. Also, please let know, in writing, of the actions you have taken or will be taking to rectify the situation and to ensure it does not happen again. I will be expecting a 504 plan meeting to discuss the impact of this incident on my child's ability to access his education. I expect a response within five business days.

Thank you for your prompt attention to this serious problem.

Sincerely,

(Signature)

<Your Name>

CC: Helen Kaniho, Educational Director, Exceptional Support Branch (*Currently Helen Kaniho*)
<**Name of Complex Area Superintendent**> Complex Area Superintendent

Keep a copy for your records.

Modified from PACER Center. 8161 Normandale Blvd, Minneapolis, MN 55437 www.PACER.org

Provided to you by Leadership in Disabilities & Achievement of Hawai`i. <https://LDAHawaii.org>

5/2022/BR