

Requesting school medical accommodation for a child involves a formal and detailed approach, outlining the child's specific medical needs and requesting reasonable adjustments to support their educational experience. This guide provides free letter templates for parents to request school medical accommodation, including an example that matches the template exactly, and a variation of the template for different scenarios.

## Approach and Benefits of Requesting School Medical Accommodation for a Child

- **Detail Specific Medical Needs:** Clearly describe your child's medical condition and the specific accommodations required for their school activities.
- **Request Reasonable Accommodations:** Specify the adjustments or modifications needed to facilitate your child's learning and participation in school activities.
- **Provide Medical Justification:** Include a brief explanation or medical documentation to support your request, if comfortable doing so.
- **Maintain a Respectful and Concerned Tone:** Ensure your request is respectful and demonstrates your concern for your child's well-being and education.

## Components of a School Medical Accommodation Request Letter

**Formal Greeting:** Address the letter to the appropriate school official, such as the principal or school counselor.

**Introduction of Child's Condition:** Briefly mention your child's medical condition.

**Explanation of Needed Accommodations:** Describe the specific

accommodations you are requesting for your child.

**Importance of Accommodations:** Explain how these accommodations will enable your child to effectively participate in school activities.

**Closing with a Request for Dialogue:** Conclude by expressing your willingness to discuss the request further.

## Advice for Drafting a School Medical Accommodation Request Letter

**Clarity and Specificity:** Be clear about your child's medical needs and the specific accommodations you are requesting.

**Respectful and Advocative Tone:** Maintain a tone that is respectful and advocates for your child's needs.

**Confidentiality and Sensitivity:** Handle the details of your child's medical condition with sensitivity, respecting their privacy.

**Focus on Educational Success:** Emphasize how the accommodations will support or enhance your child's educational experience.

**Professional and Error-Free Composition:** Ensure your letter is well-written and free from errors.

## School Medical Accommodation Request Template

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name or School Counselor's Name]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's or Counselor's Name],

I am writing to request accommodations for my child, [Child's Name], who is a student in [Grade/Class] at [School Name]. [Child's Name] has been diagnosed with [Medical Condition], which affects [him/her/them] in a school setting.

To support [Child's Name]'s academic success and well-being, we are requesting [Describe the specific accommodations needed, such as a modified seating arrangement, additional breaks, special educational services, etc.]. These accommodations are crucial for managing [his/her/their] condition and enabling [him/her/them] to fully participate in school activities.

We understand the importance of these accommodations for [Child's Name]'s educational experience and are willing to provide any necessary medical documentation to support our request.

Thank you for considering our application for accommodations. We are eager to work with the school to ensure that [Child's Name] receives the support [he/she/they] needs.

Sincerely,

[Your Printed Name]

## **Example Letter Matching the Template**

Michael and Sarah Thompson  
456 Oak Street  
Townsville, TS 78901  
thompson.family@email.com

(555) 890-1234

June 10, 2024

Principal Jane Williams  
Lincoln Elementary School  
123 Education Blvd  
Townsville, TS 78901

Dear Principal Williams,

I am writing to request accommodations for my child, Emily Thompson, who is a student in the third grade at Lincoln Elementary School. Emily has been diagnosed with asthma, which affects her in a school setting.

To support Emily's academic success and well-being, we are requesting a modified physical education plan and the ability to carry and use her inhaler as needed. These accommodations are crucial for managing her condition and enabling her to fully participate in school activities.

We understand the importance of these accommodations for Emily's educational experience and are willing to provide any necessary medical documentation to support our request.

Thank you for considering our application for accommodations. We are eager to work with the school to ensure that Emily receives the support she needs.

Sincerely,

Michael and Sarah Thompson

## **Variation of School Medical Accommodation Request Template**

[Your Name]

...

[Principal's or Counselor's Name]

...

Dear [Principal's or Counselor's Name],

As the parent of [Child's Name], a student in [Different Grade/Class] at [School Name], I am reaching out to discuss necessary accommodations for [his/her/their] medical condition, [State a different medical condition].

[Child's Name] requires [Describe different specific accommodations, such as access to medication, a nurse or aide during the school day, etc.]. These adjustments will significantly aid [him/her/them] in managing [his/her/their] condition and maintaining [his/her/their] academic performance.

I am committed to working collaboratively with [School Name] to support [Child's Name]'s health and education. I can provide medical documentation upon request and look forward to finding the best way to implement these accommodations.

Your understanding and assistance in this matter are greatly appreciated. Awaiting a positive response.

Best regards,

[Your Printed Name]