

[DATE]

[METHOD OF DELIVERY – Email/U.S. Mail/Hand Delivered, etc]

[SCHOOL NAME]

Attn:

[SCHOOL ADDRESS]

Dear Mr./Ms. [SCHOOL SPECIAL EDUCATION CORDINATOR]:

My child is a student enrolled at [SCHOOL NAME].

I am writing to request that you provide my child an exception to [SCHOOL NAME'S] policy that all students wear cloth face masks at school during the COVID-19 pandemic. I am requesting that the school provide clear face masks to my child, my child's teachers, and my child's classmates as a reasonable modification under the Americans with Disabilities Act (ADA), the Arizonans with Disabilities Act (AzDA), and Section 504 of the Rehabilitation Act.

As you may know, my child has a disability as defined under the ADA, AzDA, and Section 504: [LIST CHILD'S DISABILITY HERE]. As a result of this disability, my child is not able to communicate with someone wearing a cloth face mask because [CHOOSE APPROPRIATE REASON OR DESCRIBE THE REASON YOURSELF: e.g. the mask interferes with my child's ability to read lips; the mask interferes with my child's ability to see facial expressions; etc.]. My child therefore needs a modification to the school's cloth face mask policy that will allow [him/her] to benefit from school by being able to communicate with other peers and school personnel. We prefer the following reasonable modification to the school's mask policy [CHOOSE ONE OR DESCRIBE YOURSELF: the school providing my child, my child's peers, and my child's teachers with transparent face masks; the school providing my child, my child's peers, and my child's teachers with transparent face shields; the school allowing my child and his/her peers and teachers to attend school without face masks]

[I have enclosed a statement from my child's doctor that confirms that my child has a disability that interferes with communicating with someone wearing a cloth face mask.]

If you need any additional information to consider this request for my preferred reasonable modification for my child to receive meaningful access to school services, have any questions about my request, or would like to explore alternative reasonable modifications, please let me know. I can be reached at [YOUR CONTACT INFORMATION]. Please respond in writing within seven days.

I look forward to your response and appreciate your attention to this matter.

Sincerely,
[YOUR NAME & SIGNATURE]

Cc:

Legal Disclaimer: *This sample letter provides general legal information and is not a substitute for getting legal advice. Although the ACDL is not able to provide you with specific legal advice in this case, you may wish to contact an attorney by checking with Arizona Bar Association or your County Bar Association's Lawyer Referral Program.*