



# Reasonable Adjustments Request Letter

For parents — ready to personalise and send

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Under the Disability Standards for Education 2005 (DSE) and the Disability Discrimination Act 1992 (DDA), all Australian schools are required to make reasonable adjustments for students with disability. This letter template helps you formally request those adjustments for your child.

## Instructions

Replace all text in [brackets] with your child's specific information. You may wish to have your child's support team review the letter before sending. Keep a copy for your records.

## Letter Template

[Your name] [Your address] [Date]

The Principal [School name] [School address]

Dear [Principal's name],

I am writing to formally request reasonable adjustments for my child, [child's full name], currently enrolled in [year level] at [school name]. [Child's name] has been diagnosed with [autism/autism with PDA profile] by [clinician name] in [year].

Under the Disability Standards for Education 2005 and the Disability Discrimination Act 1992, [school name] is required to make reasonable adjustments to ensure [child's name] can access education on the same basis as their peers.

Based on [child's name]'s diagnosed condition and current functional needs, I am requesting the following reasonable adjustments:



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### Adjustments to request (select and personalise)

- Flexible seating arrangements, including the option to stand, use a cushion, or sit away from the main group
- Modified instruction language — requests framed as choices rather than direct commands
- Reduced public performance demands — no requirement to answer aloud in front of the class without prior agreement
- Advance notice (minimum 24 hours) of changes to routine, schedule, or activities
- A nominated safe person and safe space accessible during escalating distress
- Modified homework expectations during high-demand periods
- Permission to use sensory tools (fidgets, headphones) in class
- A personal communication plan between home and school
- Reduction in non-essential activities that increase demand load (optional excursions, after-school commitments)

I would appreciate the opportunity to meet with you and [child's name]'s class teacher to discuss these adjustments and develop a formal Student Support Plan. I am available to meet at [your available times].

I have enclosed [relevant reports/documentation] in support of this request. If you require further information, please contact me at [phone/email].

Thank you for your time and your commitment to supporting [child's name]'s education. Yours sincerely, [Your name]

If your school does not respond to this request within a reasonable time, or refuses without adequate justification, you may make a complaint to your state education authority or the Australian Human Rights Commission.