

Request for a Functional Behavioral Assessment

Today's Date (include month, day, and year)

Note: Send to your child's Case Manager and to the IEP Chairperson/Facilitator. Keep a copy for your records.

Dear _____,

I am making a formal request that a functional behavioral assessment be conducted for my child, [Name of Child], whose date of birth is [date of birth], is a student at [name of school] in [grade/class].

I am making this request because I believe that my child displays behaviors that impede his/her learning or the learning of others. [Make a short list of the types of behaviors that you believe are interfering with learning and that are communicating an unmet need. Be as specific as possible.]

Please let me know if I can provide any additional information to assist you in better meeting [my child's] needs. Please contact me at your earliest opportunity to discuss scheduling an IEP Team meeting at a mutually convenient day and time for all Team members, so that we can discuss my concerns and for me to give my informed consent to the assessment.

Sincerely,

[Your name, address, telephone number and email address]

cc: [List of other people to whom you are sending a copy of this letter]

This document is provided for informational purposes only; it does not, nor is it intended to, constitute legal advice. For more information on the special education process, and upcoming workshop opportunities, please visit our website at www.ppmmd.org.

Adapted from the Parent Information Center on Special Education