

Requesting an Initial Evaluation For Special Education Services

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

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

Name of Principal or Special Education Administrator

Name of School

Street Address

City, State, Zip Code

Dear (person's name),

I am writing to request that my son/daughter, (child's name), born (date), be evaluated for eligibility for special education services. I have noticed that (child's name) is having difficulty in school. I believe an evaluation is necessary to determine whether special education services and support may be appropriate. (Child's name) is in the (_) grade at (name of school). (Teacher's name) is his/her teacher.

Specifically, I have observed concerns in the following areas that may be affecting (child's name)'s ability to access and make progress in the educational environment: (provide specific examples). We have tried the following to help (child's name): (If you or the school have done anything extra to help your child, briefly state it here).

I understand that I must give written permission for (child's name) to be evaluated, and that an IEP Team meeting will need to be held to discuss my request. Please contact me so that we can identify a mutually convenient date and time for the meeting. Rather than planning with school staff and then notifying me afterward, I would appreciate the opportunity to help schedule the meeting so we can find a time that works for everyone.

Respectfully,

Your name

Note: If your child has been identified as having a disability by professionals outside the school system, consider adding the following sentence to the end of the first paragraph: "(Child's name) has been identified as having (name of disability) by (name of professional). Enclosed is a copy of the report(s) I have received that explains (child's name) condition."

Adapted from the Center for Parent Information and Resources