

Your Name
Your Address

Date

Name of Principal
Name of School
Address of School

Via: Hand-delivery or E-Mail

Re: Initial Evaluation Request; Your Child's Name; Grade; DOB

Dear _____,

I am the parent of (*name of student*), a student at your school. I have concerns that my child may have a disability and is in need of special education services. I am particularly concerned about (*List all areas you see producing problems at school that you wish to be considered*).

Or

I am the parent of (*name of child*), that resides in your school district that is or will be 3 years old on (*birthdate*). I have concerns that my child may have a disability and is in need of special education services.

I am requesting that my child be assessed for both, special education under the Individuals with Disabilities Education Act (IDEA), as well as whether my child has a disabling condition under Section 504 of the Rehabilitation Act.

It is my understanding that the evaluation is to include all areas related to the suspected disability, and is to gather relevant functional, developmental, and academic information about my child. I believe that testing is needed in the areas of: (*list areas of suspected disability to be evaluated*).

I understand that part of the evaluation process includes information provided by the parent(s). I will be happy to provide information about my child's history, strengths, and needs to the evaluators(s).

I also understand that I can expect to receive a response to my request within 15 school days of your receipt of this letter to arrange for me to give my written consent for the evaluations or to provide me with prior written notice as to why you are refusing to evaluate my child.

I thank you for the time you will take to consider the needs of (*student's name*) and I look forward to working with you and the assessment team over the next 15 days to develop an effective assessment plan for *him/her*.

I would be happy to discuss any questions you may have regarding the above or to supply additional information, so please do not hesitate to contact me.

Sincerely,

Your Name
Telephone Number
E-mail Address

Please place a copy of this correspondence in _____'s permanent education file.