

Example of a letter you can use to request evaluation for your child. Remember to keep a copy of the letter for your records and document the date you dropped the letter off at the school or when you mailed it. You may want to send it by return receipt to prove when the letter was sent.

SAMPLE LETTER

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

*Your Name, Street Address, City, State, Zip Code, telephone number
Name of Special Education Director/Coordinator
Name of School, Street Address, City, State, Zip Code*

Re: *child's name (student #):*

Dear *(Special Education contact, Principal and/or Case Manager)*,
I am writing to you in regards to my child, *(child's name)*, who is in the in *(#)* grade in *(name of teacher)*'s class at *(name of school)*.

I am writing to formally request that *(child's name)* be evaluated for special education services under the Child Find obligations of the Individuals with Disabilities Education Act (IDEA).

As you may know, my child has been struggling with *(provide detailed information about your concerns, using supporting evidence such as test scores, teacher communications, work samples, etc.)*. I have spoken with *(name of teacher)* about these concerns and the following things have been tried: *(describe any interventions that were tried, including response to intervention [RTI] and informal accommodations in the classroom)*. I believe it is critical for *(child's name)* to be evaluated.

I understand you will contact me within 30 days to obtain my consent for testing or provide a written explanation of why he/she will not be evaluated. I would also appreciate you sharing any other information you have regarding the evaluation process with me.

If you need more information, please contact me at *(your phone number)*.
Thank you very much for your help.

Sincerely,
*Your
name*

Copy sent to: *Name of child's teacher and Principal*