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Letter to Request an Independent Evaluation

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

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

Name of Person to Whom You Are Writing

Title

Street Address

City, State, Zip Code

Dear (name),

My son/daughter, (INSERT CHILD'S NAME), is in the (INSERT CHILD'S GRADE) at (INSERT NAME OF SCHOOL), in (INSERT TEACHER'S NAME) class. (HE/SHE) was evaluated for special education services in (INSERT MONTH/YEAR). I am writing to request an Independent Educational Evaluation at public expense, for the following reasons: (BRIEFLY LIST YOUR REASON(S). BE VERY SPECIFIC.) For example,

"I disagree with the evaluation results because . . ."

"The evaluation should have included . . ."

"Evaluation should have been done in the area of . . ."

I would like this Independent Educational Evaluation to be done as quickly as possible so that we can fully address (INSERT CHILD'S NAME) needs. Please respond as soon as possible and send me copies of the school's guidelines for

this. My daytime telephone number is (INSERT PHONE NUMBER). Thank you.

Sincerely,

(INSERT YOUR NAME)
(INCLUDE YOUR SIGNATURE)

cc: (INSERT THE NAME(S) OF YOUR CHILD'S PRINCIPAL
AND/OR YOUR CHILD'S TEACHER)