

A

Letter to Request an 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 (INSERT PRINCIPAL'S OR ADMINISTRATOR'S NAME),

I am writing to request that my (SON/DAUGHTER), (INSERT CHILD'S NAME), be evaluated for special education services. I am worried that (INSERT CHILD'S NAME) is not doing well in school and believe (HE/SHE) may need special services in order to learn. (INSERT CHILD'S NAME) is in the (INSERT GRADE LEVEL) grade at (INSERT SCHOOL'S NAME). (INSERT TEACHER'S NAME) is his/her teacher.

Specifically, I am worried, because (INSERT CHILD'S NAME) does/does not (GIVE A FEW DIRECT EXAMPLES OF YOUR CHILD'S PROBLEMS AT SCHOOL).

We have tried the following to help (INSERT CHILD'S NAME): (IF YOU OR THE SCHOOL HAS DONE ANYTHING EXTRA TO HELP YOUR CHILD, BRIEFLY STATE IT HERE).

I understand that I have to give written permission in order for (INSERT CHILD'S NAME) to be evaluated. Before the evaluation begins, I have some questions about the process that I need to have answered (LIST ANY QUESTIONS YOU MAY HAVE). I would be happy to talk with you about (INSERT CHILD'S NAME). You can send me information or call me during the day at (INSERT TELEPHONE NUMBER). Thank you for your prompt attention to my request.

Sincerely,

(INSERT YOUR NAME)
(INCLUDE YOUR SIGNATURE)

cc: (INSERT THE NAME(S) OF PRINCIPAL OR ADMINISTRATOR AND/OR TEACHER)