

SAMPLE LETTER –Request for an Initial Evaluation for Special Education & Related Services

A request or “referral” should be made in writing to your child’s school principal. It should be dated, and you should keep a copy for your files.

SAMPLE LETTER

Date

Principal’s Name

School Name

Address

Re: Child’s full name

Date of Birth

Dear _____,

[Your child’s name] is a student in ___ grade in your school. He/She is having difficulties which I believe interfere with [his/her] progress in school. For the past [weeks/months] the following interventions have been tried to assist my child:

[List the steps you or the school has taken to address these academic, developmental or behavioral concerns].

Since [child’s name] is still not making progress, I request that [he/she] be evaluated to determine if [he/she] has a disability and is eligible for special education and related services under IDEA. I am available to attend a Planning and Placement Team Meeting and to provide authorization for the above evaluation. Please contact me at [phone number] to schedule a mutually convenient date and time. I would appreciate having the following staff people attend the meeting: [list the names and titles].

Sincerely,

Your name

Copies to: Child’s record