

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

*A request or “referral” should be made in writing to your public school Special Education Director/Pupil Personnel Director. It should be dated, and you should keep a copy for your files.*

### **SAMPLE LETTER**

Date

Special Education Director  
Address

Re: Child’s full name  
Date of Birth

Dear \_\_\_\_\_,

I am writing regarding concerns I have with the development of my child, [child’s name], who currently attends [name of daycare, nursery school, home]. I am concerned because my child is not able to

[list what your concerns are: focusing, toilet training, speaking, etc.]

I, therefore, request that my child 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