

**Letter from Parent to School requesting an evaluation for special education eligibility and services**

**Note: Single space the inside addresses and the "Re" lines, instead of double-spacing as shown (website editing function wouldn't permit us to show addresses single spaced).**

John and Mary Parent

[Street Address]

[State, Town and Zip Code]

[Phone number]

[Email address]

**[NAME OF PRINCIPAL (OR SCHOOL PSYCHOLOGIST (RECOMMENDED))]**

**[NAME OF SCHOOL]**

**[STREET ADDRESS]**

**[TOWN, CITY, ZIP CODE]**

**RE: *Request and Parental Consent for a Special Education Evaluation***

**Child's Name**

**DOB: (fill in birthdate)**

**School Name and Grade: (fill in status)**

**Dear Mr., Ms., Dr. \_\_\_\_\_:**

I am writing this letter as a formal request for the school district to evaluate my child, [name of child], for special education eligibility and services. (Child's name) is in (teacher's name)'s classroom attending the (grade) at (school name).

I am concerned about my child's progress in school. [Briefly describe the problems that your child is experiencing. You can mention your own observations, such as "When I work with Lisa or her homework at night, I notice that she does not seem to be able to sound out the words." Or "my son seems to be very unhappy in school and tells me that he can't keep up in the math class." Or "Mrs. Smith, Mary's language arts teacher, tells me my daughter is falling behind in her classwork and has trouble paying attention in class."]. I am aware that according to state and federal law, "adverse educational impact" extends well beyond academic performance.

I understand that given this letter, the district will consider my request and I will be provided with a meeting notice to discuss my request. I request that the evaluation be performed in the manner required by the Individuals with Disabilities Education Act (2004) and the related federal regulations, beginning with the parental consent section at [34 C.F.R. 300.300](#). Additionally, as part of this conversation I would also like to request that (child's name) be assessed under 504 of the Rehabilitation Act of 1973 to see whether (s/he) has a disability defined by that law. Please note, I am not saying I am comfortable with

substituting a 504 assessment for special education evaluation, only that I think both are appropriate ways to determine (child's name)'s needs.

I understand that if it is determined from the meeting that (child's name) will be evaluated, the date of this letter begins a required 60 day timeline for the evaluation process to be concluded with a multidisciplinary evaluation team meeting and discussion of eligibility for services.

I will call you by [a date two days after letter will be received] to follow up on this request. If you have any questions about this request, you may call or email me.

Thank you.

Sincerely yours,

Parent

cc: [Director of Special Education]