

## SAMPLE LETTER REQUESTING EVALUATION FOR SPECIAL EDUCATION

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

Name of Principal or Special Education Administrator

Name of School

Street Address

City, State, Zip Code

Dear (Principal's or Special Education Administrator's name):

I am writing to request that my son/daughter, (child's name), be evaluated for special education services. I am worried that (child's name) is not doing well in school and believe he/she may need special services in order to learn. (Child's name) is in the ( \_ ) grade at (name of school). (Teacher's name) is his/her teacher.

Specifically, I am worried because (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 (child's name). (If you or the school have done anything extra to help your child, briefly state it here).

This letter serves as my request and consent for an evaluation of my child. Please provide me the name and telephone number of the person who will be forwarded this letter and who will be coordinating the evaluation.

Thank you for your prompt attention to my request. I look forward to your response.

Sincerely,

Your name

Street Address

City, State, Zip Code

Daytime telephone number

Note: If your child has been identified as having a disability by professionals outside the school system, add the following sentence *to the end of the first paragraph* above: (Child's name) has been identified as having (name of disability).