

SAMPLE LETTER
REQUESTING SPECIAL EDUCATION EVALUATION
(please fill in the blanks)

(Remember to keep a copy of the letter you actually sign and send for your records)

_____ *Your Name*
_____ *Street address*
_____ *City, State, Zip Code*
_____ *Date*

_____ *Name*
Special Education Administrator
_____ *Public Schools*
_____ *Street*
_____ *City, State, Zip Code*

Dear _____ *Special Education Administrator shown above:*

I would like to request a special education evaluation of my child, _____ D.O.B. ___/___/___ (*child's name and date of birth*). Based on my child's academic and/or behavioral performance, I believe that *he/she* may be a child in need of special education services.

Accordingly, I request that the School Department conduct a comprehensive special education evaluation of my child's needs. Please make sure that the evaluation includes an educational status assessment, teacher assessments, general intelligence testing, and a complete psychological assessment including projective testing. Please make sure that the evaluation also includes speech a neurological assessment and speech and language evaluations.

In order to expedite the evaluation process, please consider this letter as granting consent for these tests.

I expect to receive notice of the completion of the appropriate evaluations, within 30 school working days of your receipt of this letter giving consent for these evaluations and to attend a TEAM Meeting within 45 school working days of your receipt of this letter. Thank you for your attention to this matter.

Sincerely,

_____ *sign your name here*

_____ *print your name here*