January 6, 2020

Your name

Child’s name

Your email

Your phone number

Dear (principals and teachers name),

My child, child’s name, DOB: 00-00-00 attends (schools name). I believe that (child’s name) behavior is beginning to interfere with her ability to learn in the school. The following difficulties support my concern:

* List concerns
* List concerns
* List concerns
* List concerns
* List concerns

Please provide (child’s name) with a functional behavior assessment of behavior as is required by the Individuals with Disabilities Act. Please consider this letter my formal request for and consent for the school district to provide the functional assessment. I understand that a positive behavior support team will be assembled to review the functional assessment of behavior and develop and appropriate behavior intervention plan. I expect to be included in the functional intervention plan. Please provide me with copies of all FBA data and results as soon as they become available to you. I hope that this request can be expedited as child’s name \*list concerns.\*

Thank you for giving this request for a functional assessment of behavior your immediate attention. I will work with you to address and achieve (child’s name) educational goals using positive behavior support and an effective behavior intervention plan.

Sincerely,

Your name

Your address

Anchorage, AK 00000

Your phone number