

REQUEST FOR AN EVALUATION

[Pick the Date]

[Your name]

[Your child's name]

[Email]

[Phone number]

[Principal's name]

[Name of school]

Dear [PRINCIPAL AND TEACHER'S NAME]

I am the parent of [YOUR CHILD'S FULL NAME, DATE OF BIRTH, GRADE AND TEACHER]. I am formally requesting [STUDENTS NAME] to be evaluated for special education / related services. I have concerns about my child in the areas of [STATE WHAT AREAS YOU HAVE CONCERNS, i.e. academic, social / emotional, behavior, speech / lang. etc. and give specific examples, list any diagnosis your child has and how it may impact progress in their education]. I understand this can take time and I would appreciate contact at your earliest convenience to schedule a meeting to discuss this further and to provide consent. You can contact me at [GIVE GOOD PHONE NUMBER, MESSAGE NUMBER AND / OR EMAIL ADDRESS ALONG WITH THE BEST TIME TO CONTACT YOU].

I look forward to meeting with you and the assessment team.

Sincerely,

[Your name]

[Phone number]

[Email]