

Sample Letter #3: Request for a Re-evaluation

You should request a re-evaluation when you feel your child's disability may have changed significantly, your child is having difficulties accomplishing the goals and objectives on his IEP, your child is having behavior problems at school or you think your child has areas of disabilities that have not been identified, if there has been a change in your child's medication, or any other reason you feel your child needs to be evaluated. Be sure to keep a copy of this letter, making note of who received it and the date.

Date

Special Education Teacher's Name

Name of the Child's School

School's Address

Dear *(Special Education Teacher's Name)*,

I am the parent of *(your child's full name)* who is a student in your class. I am concerned about *(your child's first name)*'s progress in *(his/her)* current program. I am writing to request a re-evaluation to determine what changes need to be made in *(your child's first name)*'s IEP for *(him/her)* to be successful in school. I feel that the following areas need to be evaluated:

(List the things that are concerning you about your child's IEP or the areas that need additional evaluation.)

Please provide me with written notice by *(specify the date one week from the date of this letter)* when a meeting to discuss re-evaluation options will be scheduled.

Should you have any questions or problems, please contact me at *(your daytime phone number and address)*.

Sincerely,

(Your full name)