

SAMPLE LETTER: REQUEST FOR INITIAL EVALUATION FOR SPECIAL EDUCATION SERVICES

If you suspect your child has a significant learning disability and requires special education services, you may request, in writing, an evaluation from your local school district. The letter below is a sample of what to include. Attach reports or examples that further explain your concerns.

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Today's Date [month/day/year]

Your Full Return Address

Mr. John Doe, Director of Special Education
Local School District Office
Address
City, State, Zip Code

Dear Mr. Doe:

I am writing to request that my son/daughter, [child's full name], be evaluated for special education services. He/she is in [teacher's name] class at [name of school].

[In this paragraph, describe the problems your child is having. Don't use labels, such as "I think Charlie is dyslexic." Instead, be as specific as you can about your child's struggles. Here are a few examples:

- Samantha can read the words in the book but can't remember what she's read, so she can't answer questions from the end of the chapter or write a book report.
- Michael has trouble paying attention and doesn't follow directions in class. This affects the quality of his work, and now the teacher says he may have to repeat the grade.
- Susie struggles with math and scored at the 10th percentile on her standardized tests. She doesn't recall math facts and has no idea what to do when she has to solve story problems.

Thank you for your attention to this matter. I look forward to working together to ensure that my child's needs are met at school and at home. If you have any questions or need additional information, I can be contacted at [list home and/or work phone numbers].

Sincerely,

Your Full Name

Cc: Ms. Mary Smith, Principal
School's Name
Address
City, State, Zip Code

For more information on this topic, see related article: Request for initial Evaluation for Special Education Services.
<http://www.schwablearning.org/worried.asp?w=20>

