

Special Education Evaluation Request – Sample Letter

**Put your request for evaluation in writing.** *If you think that your child has a disability and needs special education, you should ask your school to evaluate your child's need for special education services. This request should be in writing and should include your consent for evaluation. Sending a letter will document your request for evaluation of your child and will establish a time line for services to begin should your child be eligible.*

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Date

Name of School District's Special Education Coordinator or Principal:

Name of School District:

Street Address:

City, State, Zip Code:

Dear

I am writing to request that child, (child's name), be evaluated for special education and related services under Article 7. I am concerned that (child's name) is having problems in school and believe (he/she) may need special education services to do (his/her) best. (Child's name) is in the (number of grade) grade at (name of school). (Teacher's name) is (his/her) teacher.

**Note:** *If your child has been identified as having a disability by professionals outside the school system (e.g., psychologist, occupational therapy, speech therapist, physician, etc.), add the following sentence: (Child's name) has been identified as having (name of disability) by (name of professional). Enclosed is a copy of the report(s) I have received that explains (child's name) condition.*

Specifically, I am concerned because (child's name) (explain what your child does or does not do and give a few direct examples of your child's problems at school). We have tried the following to help (child's name): (If you or the school have done anything extra to help your child, briefly state it here).

This letter serves as my request and consent for an evaluation of my child. Please provide me the name and telephone number of the person who will be forwarded this letter and who will be coordinating the evaluation. You can send me information via email at (email) or call me during the day at (daytime telephone number).

Thank you for your prompt attention to my request. I look forward to hearing from you within the next ten instructional days from the date you receive this letter.

Sincerely,

Your Name:

Street Address:

City, State, Zip Code:

Daytime telephone number:

Email address:

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