

# Sample Letter Requesting An Evaluation

Today's Date (*month, day, and year*)

Name of Principal or Special Education Administrator

Name of School

Street Address

City, State, Zip Code

Dear (*Principal's or Administrator's name*),

I am writing to request that my son/daughter, (*child's name*), be evaluated for special education services. I am concerned about (*child's name*) performance and progress in school and believe he/she may need special services. (*Child's name*) is in the (#) grade at (*name of school*). (*Teacher's name*) is his/her teacher.

Specifically, I am concerned because (*child's name*) does/does not... (*give a few direct examples of your child's problems at school*).

**If Applicable:** (*child's name*) has been identified as having (*name of disability/disorder*) by (*name of professional*). Enclosed is a copy of the report(s) I have received that describes (*child's name*) condition.

**Optional:** *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).*

I understand that I must give written permission in order for (*child's name*) to be evaluated. If this letter is not sufficient permission to begin the evaluation process, please contact me by phone (*number*) or email (*address*) so that you can provide me with the information or documents needed to begin the process. I am requesting copies of all evaluation results and reports prior to the time of the meeting to determine (*child's name*) eligibility for special education services.

Thank you for your prompt attention to my request.

Sincerely,

*Your Signature*

*Your Name*

*Your Full Address*

*Telephone Number(s)*

*Email Address(es)*

cc: your child's principal (if letter is addressed to an administrator)  
your child's teacher(s)

**NOTE:** *Send this letter by certified mail or hand-deliver it. If you hand-deliver it, have the receiving school official sign and date a receipt so that you will have documentation of it. Keep a copy for your file.*

Adapted from [www.nichy.org](http://www.nichy.org)