

# Requesting a Re-evaluation for Your Child

In order to ensure students continue to be eligible for special education services and that they continue to receive the services need, IDEA requires that re-evaluations occur at least every three (3) years.

IDEA does not define a timeline for re-evaluations, but implies it will be done prior to a renewed IEP. If your child is nearing that 3-year mark or if you

have concerns, now is the time to request new evaluations.

Before the re-evaluation process begins, the IEP team, including the parent, reviews the existing information and identifies what additional information, if any, is needed.



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

Your Name  
Street Address  
City, State, Zip Code  
Daytime telephone number

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 re-evaluated for special education services. (Child's name) is in the (\_\_\_\_) grade at (name of school). (Teacher's name) is his/her teacher.

I am concerned that my child is not making progress in his/her current special education program. I am writing to request that he/she be re-evaluated so that the IEP team can consider the most appropriate programs and services for (child's name).

I would like to participate with the rest of the IEP team in the review to determine what data and testing are needed. I would also like to know when the testing will be held and when any meetings will be scheduled so I can attend.

I understand that I have to give written permission in order for (child's name) to be re-evaluated. Please send that to me as soon as possible so I can sign and return to you. Thank you so much for your prompt attention to this request.

Sincerely,

Your name

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

A re-evaluation may be needed sooner than three (3) years if one of the following is present:

- A parent or teacher requests it.
- The IEP team needs more information to address concerns or make decisions about your child's education program.
- The IEP team is considering removing your child from special education services.