***SAMPLE - Requesting a Re-evaluation of Your Child***

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)