

Requesting an Initial Evaluation for Special Education Services

If your child has been consistently struggling in school, his or her problems may be due to a disability. Anyone can refer the student for an educational evaluation, including you.

The purpose of the initial evaluation is to see if the child has a disability and needs special education services.

This evaluation is free of charge!

To request an initial evaluation, first, you must submit a written request to your child's school, much like the sample letter below.

After receiving an evaluation request letter and supporting documents, the district must respond formally through Written Notice that describes any evaluation procedures they plan to use.

Before your child's evaluation takes place, you must first provide written permission or parental consent.

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

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

Name of Principal
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 worried that (child's name) is not doing well in school and believe he/she may need special services in order to learn. (Child's name) is in the () grade at (name of school). (Teacher's name) is his/her teacher.

Specifically, I am worried, because (child's name) does/does not (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).

I understand that I have to give written permission in order for (child's name) to be evaluated. Before the evaluation begins, I have some questions about the process that I need to have answered (list any questions you may have). I would be happy to talk with you about (child's name). You can send me information or call me during the day at (daytime telephone number). Thank you for your prompt attention to my request.

Sincerely,

Your name

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



Once the parent consent form is signed, the initial evaluation must be completed within 45 school days.