

**Sample Letter: Request for Functional Behavior Assessment**

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

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

Name of Principal and / or Special Education Director's Name

Name of School

Street Address

City, State, Zip Code

Dear (Principal and / or Special Education Director's Name),

I am the parent/guardian of [Child's Full Name], who is in the [Grade] grade at [School Name]. My child currently [has an Individualized Education Program (IEP) / has a Section 504 Plan / is in the process of being evaluated for special education services].

I am writing to formally request a Functional Behavior Assessment (FBA) for my child. I have concerns about behavioral challenges that are interfering with their ability to learn and participate in the classroom. I believe that a comprehensive FBA is necessary to better understand the root causes of these behaviors and to support the development or revision of an effective Behavior Intervention Plan (BIP).

Specifically, I have observed the following concerns:

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These behaviors are affecting my child's [academic progress / peer relationships / emotional well-being / classroom participation], and I am seeking support through the appropriate evaluation process as outlined under the Individuals with Disabilities Education Act (IDEA).

Please consider this letter my formal written request to initiate the FBA process. I understand that I have the right to receive written notice and to provide informed consent before the assessment is conducted. I also understand that the timeline for completion begins after consent is signed. I would appreciate a written response within the required time frame. I am also requesting a copy of my procedural safeguards and a meeting with the appropriate staff to discuss next steps. Thank you for your attention to this important matter. I look forward to working together to ensure my child receives the support they need to succeed.

Sincerely,

Your name