

SAMPLE LETTER REQUESTING IDEA EVALUATION

Director of Special Education
Area Education Agency
Street Address
Any Town, IA 55555

Dear Educator:

I am the parent of [student's full name], who is [year] grade student in the [district name] Community School District, with the [AEA name and number] Area Education Agency. This is my formal request for a full and individual evaluation of [student's name] educational and related needs in accordance with the provisions of the Individuals with Disabilities Education Act and its implementing regulations.

The IDEA provision requires you to begin the evaluation process at my request and begin the 60-day timeline with my consent to determine the educational and/or behavioral needs of my child and IDEA eligibility.

Please accept this letter as both my request and consent to an IDEA evaluation for [student's name]. Please feel free to contact me to discuss specifics and any necessary arrangements for conducting the evaluation. If, for any reason, you deny this request for an evaluation for IDEA eligibility, please provide me with my written parental notice as the IDEA also requires.

Thank you for your attention to this matter of great importance to my child's educational progress. You can reach me during the daytime hours at [give any available phone numbers].

Sincerely,

Mr./Mrs. Parent
Home Address
Any Town, IA 5555

cc: School Principal