

SAMPLE LETTER FOR REQUESTING EVALUATION/SERVICES

MM/DD/YY

Jerry Principal
Superintendent of Schools
Podunk Center Community School District
100 Main Street
Podunk Center, Iowa 55555

Melissa Marvelous
Director of Special Education
AEA No. 999
101 Office Park Road
Podunk City, Iowa 55555

Dear Educators:

I am the parent of Johnny Daring, who attends school in the Podunk Center Community School District. Because my child is not doing well in school and is experiencing much frustration as a result, I would like to request that John receive a comprehensive evaluation for eligibility for special education support services in order to be happy and successful in school.

The evaluation I am requesting would cover all areas of John's abilities and areas of concern. Please arrange a meeting so we can further discuss the information to be gathered in the evaluation.

I would appreciate your written response on this matter including information on how soon this meeting can take place and how quickly the evaluation can be done, as well as any written information you have that describes the process and any consent forms that are required.

Thank you for your time and attention,

Caring Parent

Cc: Superintendent
Principal
AEA Special Education Director