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SAMPLE LETTER REQUESTING AN EVALUATION FOR SPECIAL EDUCATION ELIGIBILITY

[Parent Name(s)]
[Address]

[Date]

Superintendent
[Address]

Area Education Agency Contact
[Address]

Dear Educators:

I am the parent of [student name], who is in [grade number] grade at [school name] in the [name of school district] School District. I am concerned that the reason [student name] is not doing well in school could be because of a disability and I would like to request that [he/she] be evaluated for special education eligibility.

Please accept this letter as my formal request for and consent to an individual, comprehensive evaluation of [student name]'s educational and related needs in accordance with the provisions of the Individuals with Disabilities Education Act (IDEA) and its implementing regulations. The evaluation I am requesting would cover all areas of [student name]'s abilities and areas of concern, including [area of concern 1], [area of concern 2], and [area of concern 3]. It is my understanding that Section 1414 of the IDEA requires you to begin the evaluation process at my request and begin the 60-day timeline with my consent.

Please feel free to contact me to discuss 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 time and attention.

Sincerely,

[Parent name(s)]