

Sample Letter to Request an Evaluation

Parent Request for Special Education Eligibility

When a parent has a concern that their child may have a disability that could require an Individualized Education Program (IEP) the parent can request a special education evaluation. In Iowa, requesting an evaluation for special education is a multi-step process. The first step when an evaluation has been requested is for a team to decide if there might be a disability that is impacting the child’s educational performance. This is referred to as Suspicion of Disability. At this time, parent(s) should receive a copy of the Procedural Safeguards Manual for Parents which explains their rights in the process.

If a disability is suspected, the next step is for the team to determine the performance domains that will be included in the educational evaluation. Parent(s) then provide written consent to evaluate by signing the forms from the Area Education Agency (AEA). This begins the 60-calendar day timeline for a full and individual initial evaluation. Once the evaluation is completed, an Educational Evaluation Report (EER) will summarize the results and a meeting will be held to determine eligibility for special education. Parents can request a copy of the EER to review prior to the meeting.

Below is a sample letter to request an evaluation for special education. When using the sample letter below it is necessary to include details specific to your child. Refer to the ASK document titled “A Comprehensive Special Education Evaluation” to include information on the specific performance domains or skill areas that you are concerned about. For more resources, please see the second page of this document.

Date _____
Dear _____:

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

Please accept this letter as my formal request for an individual, comprehensive evaluation of (student’s name)’s educational and related needs under the Individuals with Disabilities Education Act (IDEA). The evaluation I am requesting would cover all areas of (student’s name)’s abilities and areas of concern, including (describe all area(s) of concern).

I look forward to hearing from you in a timely manner. I can be reached during daytime hours at (phone number) or at the email address listed below. Thank you for your attention to this request.

Sincerely,
(Your name, address and email)

cc: (your child’s teacher; other relevant staff)

Related Resources

Look for the following resources on the ASK website:

- What is Special Education and Who is Eligible?
- Requesting an Evaluation for Special Education
- A Comprehensive Special Education Evaluation
- Prior Written Notice

ASK Essential Questions

- Have I shared my request with my child's teachers and administrators?
- What specific concerns/skills do I think could be getting in the way of my child's learning?
- What evidence/documentation can I share with the team related to this problem?