

Sample Letter Requesting a Re-evaluation

And other letter writing tips

In order to ensure students continue to be eligible to receive special education services and that their unique educational needs are being appropriately met, IDEA requires that re-evaluations of at a least every three years. The reevaluation process includes the review of existing information and if necessary, or requested, the collection of additional information.

A reevaluation may be needed sooner than three years if at least one of the following is present:

- A student's parent or teacher requests a reevaluation,
- An IEP team needs more information to address concerns or make decisions about a student's educational program
- An IEP team considers whether a student continues to be eligible for special education supports and services, or
- The existing data for an out-of-state transfer student is not enough to establish eligibility for special education in Iowa

If a parent has concerns and/or request it is best to put the request it in writing and keep a copy. Below is an example letter for requesting a re-evaluation. Parents are welcome to use part or all of the sample letter below, being sure to fill in the blanks with the details about their situation.

Date _____

Dear [Principal name] _____:

I am the parent of _____, whose date of birth is _____.

I am concerned that my child is not making progress in his/her current special education program. I am especially worried about the area(s) of _____ because _____.

In order to better understand the problem, the type and amount of special education support or related services my child needs, I am requesting he/she be reevaluated.

I would like to participate with the rest of the IEP Team in the review to determine what data and testing is needed. I'd also like to know when the testing will be held and when any meetings will be scheduled so I can participate.

If you choose to refuse my request for reevaluation, please provide me with a Prior Written notice of that decision.

Should you have any questions about this request, please contact me at the following number(s) _____ or by e-mail at _____. I look forward to hearing your response to this request as soon as possible. Thank you.

Sincerely,

Your name _____

Before the reevaluation process begins, the IEP team, including a parent, reviews the existing information and identifies what additional information, if any, is needed to determine:

- If the child continues to be eligible for special education and the educational needs of the child;
- Present levels of academic achievement and related developmental needs of the student; or
- If a student needs a new goal or goal area, different modifications, supports or services.

After collecting the agreed upon data, the team analyzes and reviews with parents before making any revisions to the IEP.

Letter writing tips for parents:

There are times when you, as a parent, may want to communicate in writing with your child's school about a problem or concern with your child's education or well-being. Each letter should include the following basic information:

- The date (month, day and year) on your letter.
- Your child's full name and the name of your child's main teacher.
- Describe what you want, rather than what you don't want. Keep it simple.
- Your address and a daytime phone number where you can be reached.
- Keep in mind this person may not know you, your child, or your child's situation. Be clear and include facts.
- Give the facts without letting anger, frustration, blame or other negative emotions creep in.
- After you write your first draft, put the letter aside for a while and look at it again to revise it with fresh eyes.
- Have someone else read your letter. Is your reason for writing clear? Can the reader tell what you are asking for? Would the reader say "yes" if he or she received this letter? Can your letter be improved?
- Use spell and grammar check on the computer.
- Always end your letter with a "thank you".
- **Keep a copy for your records!**

ASK Essential Questions

Ask yourself the following questions and state the answers in your letter:

- Why am I writing?
- What are my specific concerns?
- What are my questions?
- What would I like the person to do about this situation?
- What sort of response do I want: a letter, a meeting, a phone call, or something else?

Related Resources at askresource.org/resources

Prior Written Notice

Additional Resources:

<https://www.parentcenterhub.org/notice/>