



Date

Re: Request for IEP Evaluation, Student Name, Grade, School, Student ID# XXXXXXXX

Principal
School Name
School District

cc: Current Teacher, School Counselor, and any school staff members you are already working with

Dear Principal,

I am writing to formally request that my child, Student Name, who is currently in X grade at XX School, be evaluated for special education services. I believe they may have a disability that is interfering with their education, and am concerned about their progress. I feel they require additional supports and services to be successful.

You can include specifics here about diagnosis/suspected conditions, areas where they are struggling at school or at home, any general concerns you have about the way their disability may be impacting their success at school. This can be grades, test scores, behaviors, etc. If your doctor/therapist/psychiatrist are willing to give you a written letter providing details of their areas of need and/or their formal suggestion that your child be evaluated, that adds even more support to your request, but it's not required to request and evaluation, and I wouldn't let getting something from them delay your request.

Given Student Name's ongoing struggles, I am requesting a comprehensive evaluation that includes, but is not limited to, assessments in the areas of academics, intellectual development, speech/language and communication, behavior, functional/adaptive skills, motor skills, sensory needs and social/emotional development. I understand my written consent is required to begin this process. Please forward a permission to evaluate form without delay.

I am happy to answer any questions or provide additional information about this request. You can reach me at XXX-XXX-XXXX or XXX@XXX.com. I look forward to hearing from you. Thank you in advance for your help in getting Student Name the support they need.

Sincerely,

Parent Name