

Today's Date: _____

Parent/Guardian Name: _____

Phone Number: _____

Email Address: _____

Name of Principal, 504 Coordinator, or Special Education Administrator

School Name

School Address

Dear _____,

I am writing to formally request a comprehensive special education evaluation for my child, _____, who is currently in the _____ grade at _____ School. His/Her teacher is _____.

I have concerns regarding my child's academic and/or functional performance at school and believe he/she may require additional supports or specialized instruction in order to access and make progress in the general education curriculum.

Specifically, my concerns include the following:

- _____
- _____
- _____

I understand that the evaluation process requires my written consent before assessments can begin. I would appreciate additional information regarding the evaluation process, timelines, and any next steps required from me as the parent/guardian.

I also understand that under Texas special education procedures, the school district has 15 school days to respond to this written request.

Please feel free to contact me at the phone number or email listed above should you need additional information or wish to discuss my concerns further. Thank you for your prompt attention and support regarding this matter. I look forward to working collaboratively with the school team to support my child's educational needs.



Sincerely,

Parent/Guardian Name

cc: Principal

Teacher(s)

504 Coordinator / Special Education Staff

