



Request for Initial Evaluation

This is an example of how to write a letter to request for an initial evaluation to determine if your child needs special education services. You will need to change the details to fit the specifics of your situation.

Jane Parent
123 Any Street
Anytown, MO 54321
jparent@myemail.com

May 15, 2014

Irma Special, Director of Special Education
Your School District
School Address
City, State, Zip Code

Reference: Your Child's Name
DOB: (date of birth)
School: (school's name)

Dear Ms. Special,

My son Michael is in the 5th grade at Anytown Elementary School. I would like to request a full and comprehensive educational evaluation for my son to determine if he qualifies for special education and related services.

I have the following dates and times available to meet with the team to go over his records (*include dates and times available*). I have also included a copy of his medical diagnosis from Dr. George, Ph.D., as well as a copy of an evaluation from St. John's University.

If you have any questions, email is the most effective way to communicate with me. I can be reached at jparent@myemail.com.

Please make this letter and your written response a part of Michael's permanent educational record.

I look forward to your prompt attention in this matter.

Sincerely,

Jane Parent