

SAMPLE LETTER REQUESTING AN EVALUATION

[Your Address]
[Your Phone Number]
[Today's Date]

[Principal's Name]
[School Name]
[School Address]

Dear _____:

I am the parent of _____, age _____, who is currently a student in grade _____ at _____ School. I have reason to believe that my child has special needs that require special education and related services. *[Briefly explain why you believe this to be true.]* Please arrange to have my child evaluated by a child study team as quickly as possible, so that an appropriate program for (him/her) can be provided.

Thank you.

Yours truly,
[Your Name]

This sample is provided for the purpose of serving as a guide to you in composing your own letter and was originally developed by the Education Law Center in Newark, NJ.