

SAMPLE LETTER REQUESTING AN INDEPENDENT EVALUATION

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

[Director of Special Services]
[Board of Education]
[Address]
[City, State, Zip]

Dear _____:

I am the parent of _____, age _____. I am currently in disagreement with the present evaluation completed by _____ *[member of the Child Study Team or by the entire Child Study Team]*. *[Briefly explain the areas you are in disagreement with]* I am requesting an independent evaluation, to be provided at public expense.

Please provide me with the names of approved agencies/clinics located within our county that can provide the evaluations requested. Please also inform me of the voucher system or method of payment in writing.

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.