

Requesting an Initial Evaluation

National Dissemination Center for Children with Disabilities

Under the IDEA, you have the right to ask the school to evaluate your child. It's best to make this request in writing, in a formal letter, that you may send by email or through the postal service. If your child has been identified by your doctor or other professionals as having a disability, you will want to include this information in your letter to the school. You may also want to provide copies of any reports you have received that describe your child's condition. If you decide to write the school and ask that your child be evaluated, here's a brief example of what you may want to say.

Sample Letter: Requesting an Initial Evaluation

Today's Date (month, day, and year)

Name of Principal or Special Education Administrator
Name of School
Street Address
City, State, Zip Code

Dear (Principal's or Administrator's name),

I am writing to request that my son/daughter, (child's name), be evaluated for special education services. I am concerned about (child's name) performance and progress in school and believe he/she may need special services in order to learn. (Child's name) is in the (#) grade at (name of school). (Teacher's name) is his/her teacher.

Specifically, I am concerned because (child's name) does/does not... (give a few direct examples of your child's problems at school).

[INSERT THE FOLLOWING LINE IF CHILD HAS HAD TESTING OUTSIDE OF SCHOOL-]
Also, (child's name) has been identified as having (name of disability) by (name of professional).
Enclosed is a copy of the report(s) I have received that describes (child's name) condition.]

We have tried the following to help (child's name): (If you or the school have done anything extra to help your child, briefly state it here).

I understand that a determination must be made about the information needed and assessment tools to be used for my child's evaluation and that I must give written permission in order for him/her to be evaluated. I look forward to discussing this matter with you and the appropriate school staff at the earliest opportunity so that (child's name) can be promptly evaluated. Please contact me by phone (number) or email (address) to arrange this. Thank you for your prompt attention to my request.

Sincerely,

Your Name

Street Address

City, State, Zip Code

Telephone Number

Email Address

cc: your child's principal (if letter is addressed to an administrator)
your child's teacher(s)