**REQUESTING AN EVALUATION**

SAMPLE LETTER

Date

Your Name  
Street Address  
City, State, Zip  
Daytime telephone number  
Email Address

Dear (***Name of Principal or Special Education Administrator at the School***),

My child (***name of child****)* is receiving special education and related services under the eligibility category of (***name category, e.g., autism, intellectual disabilities, other health impairment, etc.****).* We appreciate the services being provided to (***name of child****).*

However, we have concerns regarding *(****child’s name****)* progress and the need for additional support/services. Therefore, I am writing to request that the school conduct a **\_\_\_\_\_\_\_\_\_\_** evaluation (***specify the type of evaluation, e.g., speech-language, assistive technology, occupational or physical therapy, a reading evaluation, etc. It may be one or multiple****).*

An evaluation is necessary to determine the exact nature of (***child’s name****)* difficulties and the types of strategies and supports that will allow **him/her** to make progress in **his/her** educational program.

I look forward to hearing from you as soon as possible so that we can provide consent for the evaluation and move forward. I would be happy to discuss any questions you may have. Thank you for your assistance.

Sincerely,

Your Name

Cc: Anyone you would like to receive a copy of the request