**REQUESTING A FUNCTIONAL BEHAVIORAL ASSESSMENT (FBA) AND A BEHAVIOR INTERVENTION PLAN (BIP)**

SAMPLE LETTER

Date

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

Dear (***Name of principal or special education administrator***),

I am making a formal request that a functional behavioral assessment be conducted for my child (***child’s name****). (****Child’s name****)* birth date is **\_\_\_\_\_\_\_\_** and **he/she** is a student at (***name of school****)* in grade **\_\_\_\_.**

*(****Child’s name****)* is displaying behaviors that impede **his/her** learning or the learning of others. Specifically, **he/she** is exhibiting the following behaviors (***list all concerning behaviors****).*

We understand that behavior serves a purpose and is a form of communication. It is important that we determine the function(s) of (***child’s name****)* behavior so that **he/she** can make progress on their IEP. We request that this be a formal FBA in which data are collected and analyzed over multiple dates, times, and settings to find out (1) when and where the behavior is happening; (2) where and when it does not happen; (3) how often the behavior occurs; (4) who is there when it occurs; (5) what happens right behavior the behavior; and (6) what happens right after the behavior.

We would appreciate the FBA being conducted as soon as possible so we can then move to the next step of developing (***and/or modifying if one exists***) a Behavior Intervention Plan (BIP) for (***child’s name****)*. I look forward to hearing from you. You can reach me at (***contact information****).* Thank you for your assistance.

Sincerely,

Your Name

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