Learning Disability Association of America

Sample letter for Right to an Evaluation.

Date

Dear *(name of director or coordinator of special education)*:

My child *(first and last name)* is having a difficult time learning. I am requesting that my child be evaluated for special education services. *(Child’s name)* is a \_\_\_ grader in Ms./Mrs./Mr. *(teacher’s name)* classroom at \_\_\_\_\_\_\_\_\_\_\_\_\_\_School.

I understand that any information collected during current interventions with *(child’s first name)* will be completed and a meeting date will be set within the timeline as required by federal law. My signature on this letter gives my consent for my child’s evaluation to begin. I look forward to hearing from you. I am available by phone *(name the days and times)*.

Sincerely,

Parent signature

Parent name, address,

phone number