**This is a template letter to request an evaluation for a student already receiving special education services, if there is a need for additional information regarding the student. Send this letter to the Special Education Director by certified mail with a return receipt. Keep a copy for your records.**

**In order to remove the “TEMPLATE” watermark in MS Word, go to the *Page Layout* tab in the *Page Background* group and click *Watermark*. Select *Remove Watermark.***

*(Date)*

*(Insert your name)*

*(Insert your address)*

*(Insert Special Education Director’s name)*, Special Education Director

*(Insert county name)* County Schools

*(Insert address)*

RE: *(Insert your child’s full name*), a student at *(Insert name of your child’s school)* School

Dear *Mr. or Ms. (Insert Special Education Director’s last name),*

I am the parent of *(Insert your child’s full name*), a *(Insert your child’s grade*) grade student at *(Insert your child’s school’s name)* School*.*

I am writing to request that *(Insert child’s first name*) be evaluated for possible (Examples of evaluation testing: sensory integration, reading comprehension, written/expressive language, psychological/educational) needs. I am concerned that *(Insert first child’s name)* is having problems in school with *(list a few examples which demonstrate your child’s difficulties at school)*.

I understand that I am required to provide written permission in order to start the evaluation process. Please consider this request as written permission. I would be happy to talk with you about *(Insert first child’s name)* and answer any questions you may have. You can reach me during the day at *(Insert daytime telephone number)*. Thank you for your prompt attention to my request.

Sincerely,

*(Sign your name)*

*(Type your name)*

**Note: The LEA has sixty (60) days (this does not count holidays) to complete the evaluation. The sixty (60) day timeline will be extended for an LEA over summer break. If the LEA is not going to do the evaluation, they must provide prior written notice within ten (10) days and explain why.**