

Quick Facts: Requesting an Evaluation in Public Schools



You can use the following as the basis for your letter to your child's school requesting an evaluation for special education services. You can personalize the letter below to your child's situation.

[FULL NAME OF CHILD'S SCHOOL]
[SCHOOL'S FULL ADDRESS]
[DATE]

Dear [INSERT PRINCIPAL'S NAME]:

I am requesting my child, [INSERT CHILD'S FULL NAME AND DATE OF BIRTH], be evaluated for special education services and/or accommodations granted under Section 504 or the Individuals with Disabilities Education Act (IDEA). I am concerned that [INSERT CHILD'S NAME] is having difficulty and may need special help in order to learn.

For the last [NUMBER] years [his/her] classroom teachers have noted that my child has difficulty completing assignments, is experiencing problems with excessive impulsivity and/or is unable to sit still and stay focused. Please note that [INSERT NAME AND CREDENTIALS OF HEALTH CARE PROFESSIONAL] has diagnosed my child as having Attention-Deficit/Hyperactivity Disorder (ADHD). [INSERT NAME OF HEALTH CARE PROFESSIONAL] is concerned that [INSERT CHILD'S NAME]'s ADHD is resulting in decreased alertness in the classroom and may be significantly impacting [his/her] school performance, learning, and behavior.

I would like to meet with all those who will be doing the evaluation before my child is tested so that I may share information about [INSERT CHILD'S NAME] with them. I understand that the evaluation is provided at no cost to me. I also understand that I must provide written permission for these tests to be administered and I will be happy to do so once I have received all the appropriate forms and an explanation of the process. I will also expect a copy of the written report generated by each evaluator so that I may review them before the IEP or 504 planning meeting.

I look forward to hearing from you at your earliest convenience so that we may begin preparations for the evaluation.

Sincerely,

[INSERT YOUR NAME]
[YOUR ADDRESS]
[YOUR PHONE NUMBER]
[YOUR EMAIL]