



Evaluation Request Letter Template

[Date]

To: [Name of School Contact]
[School Address]

Re: [Student's name, Grade, DOB, Student ID# if applicable]

I am writing because my child is experiencing challenges at school.
[Explain challenges in detail.]

I am requesting a full special education evaluation. I would like to receive Procedural Safeguards along with the Evaluation Consent form. Once I consent to the evaluation, I would like to be informed of when the evaluation will be scheduled.

Please send any consents and forms both electronically (to my email below) as well as my home mailing address.

Please do not hesitate to contact me with any questions or concerns. The best time to contact me is [Time].

Sincerely,

[Signature]
[Printed Name]
[Phone]
[Email]