

Today's Date (include month, day, and year)

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

Name of Principal and Special Education Administrator

Name of School

Street Address City, State, Zip Code

Dear (Name of Principal and Special Education Administrator),

I am writing to request that my son/daughter, (child's name), be evaluated for special education services Via an Initial Full Individual Evaluation under IDEA. I am worried that (child's name) is not doing well in school and believe he/she may need special services in order to learn. (Child's name) is in the (_) grade at (name of school). (Teacher's name) is his/her teacher.

Specifically, I am worried, because (child's name) does/does not (give a few direct examples of your child's problems at school). We have tried the following to help (child's name): (If you or the school have done anything extra to help your child, briefly state it here).

I understand that I have to give written permission in order for (child's name) to be evaluated. I want to be very clear that I am requesting testing through IDEA (Individuals with Disabilities in Education Act) and NOT through section 504 or any other means that you may do for dyslexia outside of IDEA process. I look forward getting this process started. Thank you for your prompt attention to my request.

Sincerely,
Your name

cc: your child's principal (if letter is addressed to an administrator)
your child's teacher(s)

Note: *If your child has been identified as having a disability by professionals outside the school system, add the following sentence to the end of the first paragraph: "(Child's name) has been identified as having (name of disability) by (name of professional). Enclosed is a copy of the report(s) I have received that explains (child's name) condition."*

Note: *The "cc:" at the bottom of the letter means you are sending a copy of your letter to the people listed after the cc.*