



PARENT REQUEST

Special Education Reevaluation

NOTE TO PARENTS

This sample letter is intended to provide an example of how to write a letter requesting a special education reevaluation for your child. If you use this sample, remove the yellow highlighted text before sending. Any information highlighted in the [blue brackets] must be personalized with your own personal information, your child's information, and your concerns for your child's educational progress.

[Date]

[Name of Special Education Director or Teacher]

[Name of School District]

[Address of School]

[City, State, Zip Code]

Dear [Name of Special Education Director or Teacher]:

My child [Child's Name], date of birth [Date of Birth], attends [School Name]. I recently reviewed my child's evaluation and it is [out of date, incomplete, inappropriate due to _____, time for a three year evaluation]. I request that my child be re-evaluated. Please tell me in writing who will be doing the evaluation and when it will be scheduled.

Thank you for your help. I look forward to hearing from you.

Sincerely,

[Sign your name here]

[Parent Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[E-Mail Address]