

Getting Help for Your Child at School

How To Ask for Interventions and a Special Education Evaluation

1. Complete the attached request.

- Fill in all the information with specifics, or use it as a guide for your own letter.
- Date and sign the request. Submit an electronic copy of your own letter or make sure that your handwriting is readable.

2. Make a copy of the request to keep for yourself.

- Keep the copy where you will be able to find it later.

3. Give the original request to your child's school principal.

- If the principal is not available when you drop off the letter, write down the name of the school employee to whom you give the letter.

4. Within 30 days after you give the school the request, the school must do one of the following:

- a. Ask you to sign a Parent Consent for Evaluation. If you sign it, the school has 60 days to complete the evaluation.
- b. Provide Prior Written Notice to Parents stating that the school does not suspect a disability and will not evaluate your child.

5. If the school does not contact you within 2 weeks in response to your request, contact the principal to ask for a meeting.

Date

Name of Principal

Name of School

Street Address

City, State, Zip Code

Re: Request for Evaluation and Interventions for _____
(Name of Child)

Dear _____,
(Principal)

(Child's Name) _____ is having difficulties in school. I am writing to request that an initial evaluation be completed to find out if this student is eligible for an IEP or a 504 Accommodation Plan. I am also requesting that positive supports and interventions be implemented right away. My child is having the academic and/or behavior problems described below:

Please contact me at (telephone number) _____ or (email address) _____ to schedule a meeting to discuss interventions that will support my child in school. Thank you in advance for sending me the Parent Consent for Evaluation and other documents related to my request for an evaluation within 30 days. My current address is below.

Please contact me within 2 weeks in response to this letter. I look forward to working together to improve (child's name) _____'s success in school. Thank you in advance for your help.

Sincerely,

Signature

Print Name

Telephone Number(s)

Email

Relationship to Student

Street Address

City, State, Zip Code