

Sample Letters for Parents

Type your information once in the gray box. It fills in all three letters. Add the date and the person you are writing to, then print and sign the letter you need, or send it by email so you have a dated record.

YOUR NAME	PHONE	EMAIL
STUDENT'S FULL NAME	STUDENT'S BIRTHDAY	SCHOOL AND GRADE

Letter 1 · Request a special education assessment

TO		DATE	
RE			
MY CONCERNS			

I am the parent of the student named above. I am requesting a full special education assessment in all areas of suspected disability. Please send me an assessment plan. I understand the district has 15 days to respond to this request.

THANK YOU,

Letter 2 · Request an independent educational evaluation (IEE)

TO		DATE	
RE			
DATE OF THE DISTRICT'S EVALUATION			

I am the parent of the student named above. I disagree with the district's evaluation and I am requesting an independent educational evaluation at public expense. Please send me the district's IEE criteria and its list of evaluators.

THANK YOU,

Letter 3 · Request a 504 plan

TO		DATE	
RE			
CONDITION		IT AFFECTS	

I am the parent of the student named above. I am requesting an evaluation under Section 504 and a meeting to discuss a 504 plan with accommodations for my child at school.

THANK YOU,
