
SAMPLE LETTER TO REQUEST EVALUATION

Date

Dear Name of Principal:

School Name

Address

Re: Name and birth date of child

I am the mother, father, legal guardian, foster parent, or some other relation of name of child. I write to request a comprehensive evaluation of name of child to see if he/she is eligible for special education services.

I believe name of child needs to be evaluated because [list examples of poor academic performance and discipline problems].

Please let me know what I need to do to help get this process going as soon as possible. You can reach me at phone number or address. Thank you for your attention to this matter.

Sincerely,

Your Name

Address

