

Letter to request school evaluation (multi-disciplinary evaluation) and then special educational services.

This must be delivered to the school principal to initiate an evaluation.

Change the italicized remarks with information relevant to your child

Dear *(Principal)*

I am requesting the school district to evaluate my child, *(child's name and date of birth)* for special education eligibility and services. From my research and discussions with my pediatrician, I believe a full multi-disciplinary evaluation, including psychoeducational testing, is necessary in all areas related to my child's struggles at school.

I am generally concerned about my child's progress in school. *(fill in your concerns thinking broadly about all aspects of your child's progress in school including academics and behavior --- for example—I am specifically concerned that he is not progressing with math or I am concerned that his grades have become much worse).*

I understand that the evaluation will be performed in the manner required by the Individuals with Disabilities Education Act (2004) and related federal regulations.

Please consider this letter my full consent for a multi-disciplinary evaluation. However, if you need me to sign a Permission to Evaluate, kindly provide me with the form promptly, as required by 22 Pa. Code Section 14.123(c). I understand that the law requires the school district to complete the evaluation and provide the parents with a copy of the evaluation report within sixty (60) days of our consent to the evaluation. I am eager to complete the Permission to Evaluate form so that the evaluation process can begin.

If you have any questions about this request, you may call at *(fill in your number)* or email me *(fill in your email)*.

Sincerely yours,

(your name)