

Advocacy Email Templates

Request for evaluation

Subject: Request for Educational EvaluationRequest for Educational Evaluation

Dear [Principal/School Psychologist],

I am writing to request a comprehensive educational evaluation for my child, [Child's Name], who is currently in [grade].

We have observed ongoing difficulties with [reading/writing/attention], and we would like to better understand how to support their learning.

Please let me know the next steps in the evaluation process and the timeline for completing assessments.

Thank you for your attention to this request. I look forward to working collaboratively to ensure that [Child's Name] receives the support they need.

Sincerely,
[Parent Name]

Request for meeting

Subject: Request for Meeting to Discuss Student Support

Dear [Teacher/Administrator],

I would appreciate the opportunity to meet to discuss how [Child's Name] is doing in class and what supports might help them succeed.

Could we schedule a time in the next two weeks to review their progress and discuss possible strategies?

Thank you very much for your partnership.

Best,
[Parent Name]