

Date

Name

School District Name

Address

City, State ZIP

Re: Child's name

DOB:

Dear ...,

I am writing this letter to request an evaluation for my child, (Child's Name), and to qualify him/her for special education services due to her (name reasons).

Please assess (Child's Name) needs in his/her developmental level of functioning in all areas of language, including, but not limited to, articulation, receptive language, expressive language, and pragmatics. Please also have him/her assessed by an audiologist for his/her auditory processing skills and by an optometrist for his/her visual processing skills. Please also assess him/her in all areas of learning and memory, generalization, processing pace, and all areas of academics such as reading, comprehension, mathematics, and sequencing. I am also requesting that (Child's name) be assessed for abstract thinking skills and all areas of executive functioning, including, but not limited to, planning and organizing, transitioning, impulsivity, brain organization of information, and make different connections. Lastly, please assess (Child's Name) strengths, interests, and abilities.

Thank you again for your time and attention in seeing that (Child's Name)'s needs are met to help him/her access his/her education. If you have any questions, please feel free to contact me at (email address).

Sincerely,

First and Last Name

(Title-parent, etc)