**SAMPLE LETTER REQUESTING ASSESSMENT AND/OR IEP**

[Date]

Principal

[Name of School]

[Address]

[City], [State] [Zip]

Re: [Name of child and birth date]

Dear [Name of Principal]:

I am the parent of [Name of Child] whose date of birth is [Date of Birth]. My [daughter/son] is currently enrolled in [Name of School] in the [Grade Level] grade. This letter is a formal written request for an IEP evaluation for my [daughter/son. I am making this request because my [daughter/son] is having a great deal of trouble [put in here the nature of the suspected disability].

***[Example****:* ***My son has extreme difficulty concentrating on this school work, understanding and completing the work assigned. I suspect that he has a learning disability as well as attention problems. His ADHD diagnosis affects his ability to get an appropriate education. ODD/anxiety is affecting his/her ability to get an appropriate education. ]***

I understand that the law requires the assessor to use a variety of tools and strategies to determine my [daughter’s/son’s] eligibility for special education services. I will provide the information I have from his previous assessment for your review and look forward to receiving an appropriate assessment plan.

Please schedule an IEP meeting as soon as possible after the evaluations are complete. I would also like a copy of all evaluations done by you for my [daughter/son] at least five days before the scheduled IEP meeting.

Thank you for your prompt consideration in this matter and should you have any questions or need further information, please feel free to contact me at [telephone #]

Sincerely,

[Parent Name]