

Dear Ms./Mr. (School Principal), Ms./Mr. (Staffing Specialist) and Team,

Good Morning/Afternoon,

I am writing about our son/daughter, (Student Name)'s progress in the areas of _____ and _____. I am concerned that he/she may have a Specific Learning Disability (SLD).

In accordance with the provisions in Section 300.301(f) of Title 34 of the Code of Federal Regulations (C.F.R.), as outlined in the Individuals with Disabilities Education Act (IDEA) and its implementing regulations, I am writing to formally request an individual, comprehensive psychoeducational evaluation of Student Name's educational and related needs.

We have noticed difficulties in the below areas, and would like the evaluation to include:
(Insert areas of concern. Below are a just a few examples. Insert as many or few as you need)

1. Dyslexia
2. Dysgraphia
3. ADHD
4. Speech delay
5. Anxiety

In addition, we'd like to request the following in conjunction with testing:

1. 48 hour advance notice of testing dates.

Please consider this email as both my "written request" and my "parental consent to evaluate."

This starts the 60-day to evaluate requirement. According to that timeline, this request requires that the educational psychological evaluation be completed by __/__/2024. Can you please confirm?

My partner/spouse, _____, and I understand how important our child's education is and look forward to partnering with you to ensure his/her needs are met. I have copied (partner/spouse name) on this email.

As we are navigating this for the first time, we've also engaged the help of an advocate. She is copied on this email as well.

Please reply all, so that we can all be on the same page.

Lastly, if it's ok with you, I'd like to limit all future communication about my child's special education needs to written communication vs phone calls.

Thanks in advance.

Kindly,
(Parent Signature)