

Getting Help for Your Child at School



How a Parent Can Ask for Interventions and a Special Education Evaluation

1. Complete the attached request.

- Fill in the blanks.
- Be sure that it is dated, and signed.

2. Make a copy of the request to keep for yourself.

- Keep the copy in a safe place, where you will be able to find it later.

3. Give the original request to your child's school principal.

- If the principal is not available when you drop off the letter, write down the name of the school employee to whom you give the letter.

4. Within 30 days after you give the school the request the school must either ask you to sign a Parent Consent for Evaluation or provide Prior Written Notice to Parents stating that the school does not suspect a disability and will not evaluate your child.

- The school has 60 days from the date you sign the Parent Consent for Evaluation to complete the evaluation.

5. If the school does not contact you within 2 weeks to schedule a meeting about your child, contact the principal to ask for a meeting.

Date

Name of Principal

Name of School

Street Address

City, State, Zip Code

Re: Request for Evaluation and Interventions for _____
(Name of Child)

Dear _____,
(Principal)

(Child's Name) _____ is having difficulties in school. I am writing to request that an initial evaluation be completed to find out if this student is eligible for an IEP or a 504 Accommodation Plan. I am also requesting that positive supports and interventions be implemented right away. I am asking for an evaluation and interventions because my child is having the academic and/or behavior problems described below:

Please contact me at (telephone number) _____ to schedule a meeting to discuss interventions that would support my child in school. To make it easier for you to send me the *Prior Written Notice to Parent, Parent Consent for Evaluation*, and other documents related to my request for an evaluation within 30 days as required by law, I am listing my current address below.

I expect to hear from you within 2 weeks in response to this letter. I am hoping we can work together to improve my child's success in school. Thank you in advance for your help.

Sincerely,

Signature

Print Name

Telephone Number(s)

Relationship to Student

Street Address

City, State, Zip Code