

Today's Date (include month, day, and year)

Your Name
Street Address
City, State, Zip Code
Your email address
Daytime telephone number

Name of the person to whom you are writing
Title
Street Address
City, State, Zip Code

Re: Name of Child, Name of School, Purpose of Letter (Request an Independent Evaluation at Public Expense)

Dear (person's name),

My son/daughter, (child's name), is in the (___) grade at (name of school), in (teacher's name) class. He/She was evaluated for special education services in (month/year). I am writing to request an independent educational evaluation at public expense for the following reasons: (BRIEFLY list your reason(s). Be very specific. For example:

"I disagree with the evaluation results because..."

"The evaluation should have included..."

"Evaluation should have been done in the area of..."

I would like this independent educational evaluation to be done as quickly as possible so we can fully address (child's name) needs. Please respond as soon as possible and send me copies of the school's guidelines for this. My daytime telephone number is (give your phone number). Thank you.

Sincerely,

Your name

cc / copy sent to: your child's principal
your child's teacher(s)

* Adapted from the National Dissemination Center for Children with Disabilities