

SAMPLE LETTER REQUESTING A RE-EVALUATION

[Parent Name/Contact Information]

[Date]

_____, Director of Special Education
[School District or Charter School]

Re: [Your Child's Name and School]

Dear [Name of Director of Special Education] :

I am the parent of [Name of Child], age ____, who attends [Name of School]. My child receives special education services because of his/her [Type of Disability].

I am writing to request that the [Name of School District or Charter School] conduct a comprehensive re-evaluation of my child in accordance with IDEA 2004 and its regulations.

[If appropriate, add one or both of the following sentences (as modified)]:

- I believe a re-evaluation is needed to gain a better understanding of my child's current abilities and deficits, so that the IEP team can plan appropriate goals and services for my child going forward.
- I believe my child is receiving special education under the wrong eligibility category, and would like my child to be re-evaluated for possible eligibility under the category of [state one of the 13 IDEA eligibility categories that you think is more appropriate].
- I believe a re-evaluation is needed to determine if my child would benefit from assistive technology. Specifically, I understand that [Assistive Technology Device or Service] can improve functioning for children with [Your Child's Type of Disability].
- I believe a re-evaluation is needed to determine if my child requires a related service that my child is not currently receiving through their IEP, [state the related service, such as speech therapy or occupational therapy].

The best way to reach me is [by phone and/or e-mail, provide specific number and/or address]. Thank you.

Sincerely,

[Your Name]