

**SAMPLE LETTER REQUESTING EVALUATION REPORTS BEFORE AN IEP
ELIGIBILITY MEETING**

[Parent Name/Mailing Address]

[Date]

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

Re: [Your Child]

Dear [Name of Director of Special Education]:

The [Name of School District or Charter School] has scheduled a meeting to discuss my child's eligibility for special education on [Date of Meeting]. In order to meaningfully participate in that meeting as a member of my child's IEP team, I would like to review the results of my child's evaluation in advance. Please provide me with a copy of all of my child's evaluation results, including all tests, procedures, and records regarding my child that will be provided to school personnel attending the meeting, by [insert date].

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

Sincerely,

[Your name]