

SAMPLE LETTER REQUESTING INDEPENDENT EDUCATIONAL EVALUATION

[Parent Name/Contact Information]

[Date]

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

Re: [Your Child's Name and School]

Dear _____:

I am the parent of [Name of Child], age ____, who attends [Name of School].

[Name of School District or Charter School] recently conducted a special education evaluation of my child. I disagree with this evaluation and the decisions the IEP team has made based on the evaluation results. This letter is to request that [Name of School District or Charter School] provide an independent educational evaluation for my child at public expense, as required by IDEA 2004 and its regulations.

Please provide me with the necessary information about the next steps for scheduling the independent educational evaluation, including a copy of your agency criteria and a list of private evaluators in my area. 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]