

(Sample letter for “Request for Assessment”).
Replace bold text with *your* information.)

Your Name
Your Address
Your City, State, Zip Code
Your Phone number

Date

Name of Special Education Director or Your Child’s Program Specialist
Name of District
District Address
District City, State, Zip Code

Regarding: **Your Child’s Name**

I am writing to request assessment for my child, (**your child’s name**) to determine if **he/she** is eligible for special education services. **He/she** is (**age**) years old and attends (**name of school**).

I am requesting assessments in the areas of (**speech, occupational therapy, academics, behavior**) for the following reason(s): (**Be as specific as possible-such as “he/she is not clear when speaking and no one else can understand”; “his/her handwriting is very poor for her age”; “he/she cannot copy a line that I draw as an example”; “he/she becomes angry easily and sometimes lashes out physically”.**)

I understand that all areas of difficulty should be assessed for whatever services that might be available to accommodate (**your child’s name**) disability. (**If your child has a diagnosis, include it here, i.e. “My child has been diagnosed by his pediatrician with autism.”**)

Following the assessment and team review of the results, should my child be found to have a disability but not qualify for special education services under IDEA, I also request that accommodations be made for **him/her** under Section 504 of the Rehabilitation Act of 1973. For this reason, I also request that the Section 504 Coordinator for (**your district**) be present at the initial IEP meeting to discuss recommendations for accommodations.

I look forward to meeting with the assessment team as soon as the assessments are completed so that we can discuss the results and plan for my child’s education. Finally, I would like copies of the assessments report(s) at least one week prior to the IEP meeting so that I may review them in order to be better prepared for the meeting.

Sincerely,

Your Name

* Additional Hints When Requesting Assessment for Special Education Services:

- When requesting assessment, if there are concerns about your child's behavior as school, also request a behavior assessment and behavior intervention plan.
- Specifically mention what your concerns are such as specific academic or behavior worries. It might be helpful to get input from the classroom teacher if possible for this, because he or she may have observations or concerns that have not been shared with you, but should be addressed.
- Don't forget to get copies of physician assessments and/or diagnoses (such as a doctor's report stating that your child has ADHD, a hearing loss, has been diagnosed with autism, etc.)

* Timelines for Assessment and IEP

Child referred for Assessment

"Referral for assessment" means any written request to identify an individual with exceptional needs made by a parent, teacher, or other service provider.

Within 15 calendar days the district must give the parent a proposed assessment plan.

Written parental consent shall be obtained before any assessment of the pupil is conducted unless the public education agency prevails in a due process hearing relating to such assessment. The parent shall have at least 15 days from the receipt of the proposed assessment plan to arrive at a decision. Assessment may begin immediately upon receipt of consent.

Assessment is completed and IEP developed within 60 calendar days of receipt of the parent's written consent for assessment.

It is expected that a pupil's IEP will be implemented immediately following the IEP meeting.

An exception to this would be (1) when the meetings occur during the summer or a vacation period, or (2) where there are circumstances which require a short delay (e.g., working out transportation arrangements). However, there can be no undue delay in providing special education and related services to the child.

(An individualized education program shall be developed within a total time not more than 60 calendar days, not counting days in July and August, from the date the district receives the parent's written consent for assessment, unless the parent agrees, in writing, to an extension. However, an individualized education program shall be developed within 30 calendar days after the beginning of the subsequent regular school year for each pupil for whom a referral was made 20 days or less before the end of the regular school year.)