

Your Name
Your Street Address
Your City and State
Your Phone Number

Date

Principal's Name
School Name
School Address

Reference: Student's Name
DOB: Student's date of birth
School: Name of School and enrolled grade

Dear XXXXXXXX:

I am writing to you because my child is experiencing difficulties in school.

My child is having difficulties with XXX (provide information on problems, including specifics such as grades, test scores, teacher comments, observations, reports from doctors, etc.)

For these reasons, I believe that it is crucial for CHILD'S NAME to be evaluated for special education services. I understand that you will send me an evaluation plan explaining the tests that may be given to my child. Once you receive my approval for the evaluation, would you please let me know when the evaluation will be scheduled? I would like to meet with you to review the evaluation data prior to the case conference to determine eligibility. (511 IAC 7-40-4 (h))

I would also appreciate any other information you have regarding the evaluation, how eligibility is determined, and the general Individualized Education Program (IEP) process.

If you need more information, please call me at home (your home phone) or at work (your work phone).

Thank you very much for your kind assistance. I look forward to your prompt reply.

Sincerely,

Your name
Your contact information