Sample Letters for Parents

Type your information once in the gray box. It fills in all three letters. Add the date and the person you are writing to, then print and sign the letter you need, or send it by email so you have a dated record.

YOUR NAME	PHONE	EMAIL

STUDENT'S FULL NAME	STUDENT'S BIRTHDAY	SCHOOL AND GRADE

Letter 1 · Request a special education assessment

TO _____ DATE _____

RE _____

MY CONCERNS _____

I am the parent of the student named above. I am requesting a full special education assessment in all areas of suspected disability. Please send me an assessment plan. I understand the district has 15 days to respond to this request.

THANK YOU,

Letter 2 · Request an independent educational evaluation (IEE)

TO _____ DATE _____

RE _____

DATE OF THE DISTRICT'S EVALUATION _____

I am the parent of the student named above. I disagree with the district's evaluation and I am requesting an independent educational evaluation at public expense. Please send me the district's IEE criteria and its list of evaluators.

THANK YOU, _____

Letter 3 · Request a 504 plan

TO _____ DATE _____

RE _____

CONDITION _____ IT AFFECTS _____

I am the parent of the student named above. I am requesting an evaluation under Section 504 and a meeting to discuss a 504 plan with accommodations for my child at school.

THANK YOU, _____