

Sample letter: Referring child over three years of age for assessment

Today's Date (include month, day, and year)

Your name

Your Street Address

City, State, Zip Code

Daytime telephone number

Full Name of Person to whom you're writing (Special Education Supervisor—You may have to call your school office and ask the name and address of this person)

Title

Name of School/Organization

Street Address

City, State, Zip Code

RE: Student's name

Date of birth

Teacher and grade level

Dear (name of person, use title and last name),

My name is _____ and I am the child's (state your relationship to the child. If you are in the process of becoming the educational surrogate, or surrogate parent, state that also).

I am referring, (child's name), for assessment for possible qualification for special education.

I am requesting this assessment because (describe observations that cause concern. The child could have difficulty in one or more areas at school and at home. The child could be displaying unusual behavior, i.e., behaving oddly or inappropriately). Be as specific as possible.

If appropriate:

I would like to participate in the formation of the assessment plan. I am available (Give dates and times you are available for meetings or phone calls to discuss the child).

If you are not available or chose not to participate in forming the assessment plan, you can list specific areas of development you want addressed.

Please consider the following problems/behaviors when addressing (the child's name) needs:

1. Education (for Reading, Writing, Spelling and Math)
- 2 Speech and Language
3. Physical development
4. Psychological (mental health/coping skills/Social development)
5. Functional Behavioral Assessment

I look forward to hearing from you within (5 days if you will participate in assessment plan formation).

Or...I look forward to meeting with you to review the assessment plan and sign the appropriate consent forms

Or...I look forward to receiving the assessment plan by (must be within 15 days of the date the administrator receives this letter).

And/Or...I look forward to receiving the assessment results so that I can review them before the Team meeting.

And/Or...I would like the assessments and IEP Team meeting to be conducted before the end of the school year.

I can be reached at (your daytime telephone number) if you have any questions.

Thank you.

Sincerely,

(Your full name)

FORWARD A COPY OF THE LETTER TO THE CHILD'S CLASSROOM TEACHER