

Sample letter to Student Study Team:

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

Your name

Your Street Address

City, State, Zip Code

Day time 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 by the Student Study Team.

I am referring this child to the Student Study Team 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 work with the Student Study Team to help address (the child's name) difficulties. 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 the Student Study Team process, you can list specific difficulties 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 Student Study Team process).

Or...I look forward to receiving the list of modifications/accommodations that will be implemented to help (child's name).

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

Thank you.

Sincerely yours,

(Your full name)

SEND A COPY OF THIS LETTER TO THE CHILD'S TEACHER.