

# Sample letter to request an Independent Evaluation:

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),

This letter is to request an independent evaluation for (child's name). I am requesting this evaluation because (list reasons you want an independent evaluation, i.e., you feel the school's evaluation was insufficient or inaccurate, the school refused to evaluate certain areas of development, you feel the school evaluator was biased). I understand that the independent evaluation is to be provided at no charge.

I would like my child evaluated in the following areas:

1. Educational (for Reading, Writing, Spelling and Math)
2. Speech and Language (include: Phonemic Awareness)
3. Occupational Therapy
4. Psychological
5. Functional Behavioral Assessment

If you have a specific evaluator in mind:

I would like to have the (number of ) assessments conducted by (evaluator's name) at (professional office or agency).

Please contact me at (daytime phone number) to arrange for the evaluations.

Thank you for your prompt consideration in this matter.

Sincerely,

(Sign and print your name)

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