

Sample referral letter for child ages birth to three years old

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 (Pre-school Special Education Coordinator—Please see reference list in "Pre-School" and in appendix). You can also call the County Office of Education and ask for the appropriate agency when referring a child ages birth to three)

Title

Name of organization

Street Address

City, State, Zip Code

RE: Child's name

Date of birth

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 I am concerned that he/she has some developmental problems or delays. I have noticed (describe observations that cause concern. Be as specific as possible).

I understand that I will be contacted by someone in your agency to discuss my concerns and help form an assessment plan.

I am available (Give dates and times you are available for meetings or phone calls to discuss the child).

I look forward to hearing from you within (must be within 15 days of the date the administrator receives this letter).

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

Thank you.

Sincerely,

(Your full name)