

# Sample Letter--Referral for Behavioral Assessment

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 a behavioral assessment.

I am requesting this assessment because (child's name) is exhibiting behaviors that may be interfering with his or her ability to receive and fully benefit from his/her education. These behaviors include: (describe observations that cause concern. The child could be disruptive, inappropriate, or may seem depressed or withdrawn. Be as specific as possible).

If appropriate:

I would like to participate in the formation of the behavior 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 (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 IEP 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 yours,

(Your full name)

SEND COPY OF THIS LETTER TO THE CHILD'S TEACHER