<DATE>

To: School Principal or Vice Principal

Re: Name of Child

Dear Mr./Ms. Principal / Vice Principal,

I am writing to formally request that (insert name of child here) be evaluated for special education services under the Child Find obligations of the Individuals with Disabilities Education Act (IDEA).

I have several concerns pertaining to (insert first name of child) academic progress and socio-emotional health:

*(In the below bullets you will insert between 2 and 4 concerns that you have about your child’s performance which justify the FIE requirements.)*

* Insert Concern #1
* Insert Concern #2
* Insert Concern #3
* Insert Concern #4

Pursuant to 34 CFR 300.304, I am requesting a fully comprehensive evaluation in all areas of the known or suspected disability of name the disability you know or suspect(refer to 34 CFR 300.8 if you don’t know) , even if those areas are not directly related to the suspected disability, including evaluations in; Occupational Therapy with Sensory Long Form, Physical Therapy, Speech & Language, Academics (including a comprehensive reading assessment), Psychological with a Social History, Augmentative and Alternative Communication Assessment, Cognitive Ability, Adaptive Behaviors, Vineland Behavior Assessment, neuropsychological, Hearing, Vision, Other Health, and an observation of the student.

I understand that I can expect to receive a response to my request within 15 school days of your receipt of this request (by (Insert due date here)). I also understand that you will send me an evaluation plan explaining the assessments that may be administered to my child. Please send me a **Notice and Consent for Initial Evaluation** to sign as soon as possible so we can begin the FIE process. I am willing to come by the school and sign the form if it will expedite the process. I understand that the district will have 45 school days from the date of receipt of the signed consent form to complete the evaluation.

I am also requesting that any general education interventions, such as Response to Intervention (RtI) that the school would like to try not slow down the timelines established for the evaluation process.

I appreciate your immediate attention to this request and I look forward to working with the school to ensure (insert first name of child) is evaluated and the resulting information used to inform an individualized program that will help him be successful. Should you have any questions or problems with this request, please contact me at the following number: (insert cell phone number here). You may also e-mail me: (insert email address here).

I am looking forward to working school professionals to identify (insert first name of child) unique educational needs and designing an appropriate program that will help him be successful.

Kind Regards,

Your Name

Your Cell

Your Email