

Date: _____

To whom it may concern:

My child, _____ (DOB: _____) has not been doing well in school and I am therefore requesting an evaluation to determine whether my child needs special education services or other supports to help them be successful in school.

This letter serves as my request and consent for the evaluation of my child. I would like to participate with the school staff and would like to know when the testing (if any) will be done, and whether any meetings will be scheduled so that I can attend.

If testing or additional supports are not needed at this time, I would appreciate having the reasons in writing so I can keep them for my own records.

Please contact me at the following phone number: _____

Thank you,
