1. **SAMPLE LETTER REQUESTING AN INITIAL EVALUATION**

[Special Education Parent Name/Contact Information]

[Date]

\_\_\_\_\_\_\_\_\_\_\_, Director of Special Education

[School District or Charter School]

Re: Request for Initial Evaluation

Dear \_\_\_\_\_\_\_\_\_\_:

I am writing to request that the \_\_ [Name of School District or Charter School]\_\_

conduct a full initial evaluation to determine whether \_\_ [Name of Student]\_\_, for whom I have educational decision-making authority, is eligible for special education and to determine his/her educational needs.

[OPTIONAL – Here, you might want to describe what the student’s disability is or may be, or what kind of evaluation(s) you believe are necessary. An example: “The student has been diagnosed with ADHD, and I suspect he may also have a speech disorder.”]

In the evaluation process, please consider whether the student is a “child with a disability” as defined by IDEA 2004 or Section 504 of the Rehabilitation Act.

This letter constitutes my informed written parental consent to conduct the evaluation. If you need my signature on any particular forms, please provide those forms to me within 48 hours. I expect the evaluation will be completed without delay and in accordance with the timelines laid out in IDEA 2004 and Ariz. Admin. Code § R7-2-401(E)(3) (2017).

I will look forward to hearing from you regarding the evaluation arrangements. The best way to reach me is \_ [by phone and/or e-mail, provide specific number and/or address] \_\_. Thank you.

Sincerely,

Special Education Parent