Dear (Principal's name),

My name is (name) and my child, (child's name), is in (___) grade in (name of teacher)'s class at (name of school).

I am writing to you about my child’s struggles in school. I have spoken with (name of teacher) about my concerns. (Provide a brief explanation of your concerns, what you and the teacher spoke about, and the date or dates on which you spoke.)

I know there is a process to follow in order to request a referral for evaluation for special education services. I would like to know more about how that works.

Can you please send me information about the referral process and about how I can initiate a referral for evaluation?

Thank you for your assistance. Should you have any questions, I can be reached at (give your phone number). I look forward to hearing from you.

Sincerely,

Your name

Copy sent to:

--your child’s teacher

--your child’s education record

________________________

*Adapted from The Everything Parent’s Guide to Special Education (Adams Media, 2014)*