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 about the proposed special education evaluation plan for my child, [child’s name], which I received on [the date you got the letter]. I have examined the plan in detail and am prepared to accept the plan conditionally.

I agree that [list the names of the tests you agree with] would be helpful in determining the presence of a disability. But I do not feel that this plan will evaluate every area of suspected disability.

I believe additional testing is needed in the area of [list the areas you think need to be evaluated, for example, physical skill or reading comprehension]. I am requesting that [name specific tests or type of testing] be added to the evaluation plan.

I look forward to hearing from you in the next week as to how you wish to proceed. I am available to meet about this matter at your convenience. I can be contacted at [your phone number].

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)*