

Request to Begin Special Education Process and Assessment

Date: _____

To: _____

Re: _____

I am writing to you because my child is experiencing difficulties in school:

Problem Areas

I am formally requesting that the school's special education process begin at once, including initial assessment for eligibility. I understand that you will send me an assessment plan which explains what tests may be given to my child. Because I realize the assessment can take some time, I would appreciate receiving the assessment plan within ten days. Would you let me know when the assessment will be scheduled, once you receive my approval for the assessment?

I would also appreciate any other information regarding the assessment process, how eligibility is determined and the general IEP process.

Thank you very much for your kind assistance. I look forward to working with you and your staff.

Sincerely,

Relationship to Child