

Today's Date (include month, day, and year)

Your Name Street Address City, State, Zip Code Daytime telephone number

Name of Principal Name of School Street Address City, State, Zip Code

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, which I received on (the date you got the letter). I have examined the plan in detail, and I am rejecting the proposed plan for the following reasons:

(Choose appropriate reasons from the list below and/or add your own.)

* I do not believe the proposed testing reflects the concerns that have been raised about my child's performance in school.

* I do not feel the selected evaluator has the appropriate credentials or experience evaluating children with (child's name's) disability

* I would like to meet with you to create a more appropriate evaluation plan as I still believe moving forward with an evaluation is appropriate.

I am available to meet about this matter at your convenience. I can also be reached at (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)