

Template Letter to Request Special Education Services for Children 6+ Years Old

[Date]

[School Name]

Committee on Preschool Special Education

[Address]

[Phone Number]

To whom it concerns,

I am writing to request an evaluation for my child. There is a concern about...

[Child's Name]

[DOB]

[Address]

[Telephone Number]

Template Letter Requesting IEP Meeting To Request Reevaluation or Discussion

[Date]

[School Administrator's Name]

[Name of School]

[School Address]

[Child's Name]

To whom it concerns,

I am the parent of [child's name], a special education student who is currently enrolled in [grade] at [program name].

I am requesting that an IEP meeting be held for my son/daughter as soon as possible in no more than 30 days as required by law. This meeting is necessary due to the fact that:

- My child has a new diagnosis which will impact his/her learning and require specialized instruction and related services. [or]
- My child's current placement is too restrictive [or]
- My child's education is not adequately individualized as evidenced by her/his report card, improvement, etc. [or]
- My child's program needs to be modified to address his current individual needs appropriately and for this reason i am asking the team to reconvene.

I am also requesting that a [speech, behavioral, reading, etc.] assessment be completed before the meeting and that i receive a copy.

[Child's Name]

[DOB]

[Address]

[Telephone Number]