Apricot Tree Academy

School Testing Request Letter

ApricotTreeAcademy.com

Request for an Initial Evaluation

Use this sample letter to ask your child's public school for a special education evaluation. Fill in the blanks, sign and date it, and keep a copy for your records.

Date: _____ **School address:** _____

To (principal): _____ _____

School: _____ **Copy to (teacher):** _____

Dear _____,

I am the parent of _____, who is in _____ grade at _____ School. I am requesting a comprehensive evaluation in all areas related to a suspected disability, to determine whether my child is eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA), including the Specific Learning Disability category (dyslexia), or under Section 504 of the Rehabilitation Act of 1973.

I am requesting this evaluation because _____ (e.g., trouble learning to read; dyslexia in the family). My child struggles with _____ (e.g., sounding out words, spelling). The following interventions and accommodations have already been tried: _____ (e.g., small-group reading, tutoring). However, my child continues to struggle in school with reading and spelling.

Please send me the consent form and the evaluation timeline. I look forward to your written response and to working with you and your staff.

Sincerely,

Signature: _____

Printed name: _____

Phone / email: _____

Before You Send It

- Date the letter. The school's timeline starts from your written request.
- Keep a copy of the letter and every reply in one folder.
- Email it or hand-deliver it and ask for a date-stamped copy.
- A "no" should come in writing (prior written notice), which you can challenge.