

SAMPLE LETTER REQUESTING EVALUATION

Instructions: Copy this on to plain paper or your own personal stationery. This written request gives you and your child certain legal rights. It is recommended that you keep a copy of this letter for your records, and records of any further correspondence or phone calls with the school district. If your child was evaluated privately, then you may want to inform the School District who evaluated and what was recommended.

Date: _____

Name: _____

School Principal

Name of School: _____

Address: _____

Dear _____:

I am the parent of (child's name) _____ who currently is enrolled at _____. My child has not been doing well in school and I am concerned about his/her educational progress.

I am writing to request that an evaluation/assessment of my child be performed consistent with IDEA 2004 to determine if _____ has a disability. I am requesting that _____ be given a comprehensive evaluation by the school district and that an IEP meeting be scheduled for him/her to discuss the outcome.

I believe that my child needs mental health services as part of his/her educational program. Therefore, as past of this assessment, I am requesting that you refer my child under the provisions of AB 3632 to the County Department of Mental Health.][Optional]

As part of the assessment process, I also request that my child be assessed under Section 504 of the Rehabilitation Act of 1973 to determine whether _____ should be identified as "handicapped" pursuant to the law and to determine what accommodations might be required for _____ educational program.

I understand that the district will prepare an assessment plan for my review and approval within 15 days. If you have any questions, please feel free to contact me. Thank you for your cooperation and assistance.

Sincerely,

Your Name _____

Address _____

Phone # _____

*Note: If initial evaluation, must be completed within 60 days.

This is a sample letter. You should always consult a BMI representative or an attorney for further advice. This does not constitute legal advice.