Dear [Principal’s or Administrator’s name],

I am writing to request that my son/daughter, [child’s name], be evaluated for special education services. I am worried that [child’s name] is not doing well in school and believe he/she may need special services in order to learn. [Child’s name] is in the [____] grade at [name of school]. [Teacher’s name] is his/her teacher.

Specifically, I am worried, because [child’s name] does/does not (give a few direct examples of your child’s problems at school).

We have tried the following to help [child’s name]: (If you or the school have done anything extra to help your child, briefly state it here).

I understand that I have to give written permission in order for [child’s name] to be evaluated. Before the evaluation begins, I have some questions about the process that I need to have answered (list any questions you may have). I would be happy to talk with you about [child’s name]. You can send me information or call me during the day at [daytime telephone number]. Thank you for your prompt attention to my request.

Sincerely,

[Your Name]