



**Parent Information Center
ON SPECIAL EDUCATION**

Sample Letters

SAMPLE REFERRAL REQUEST

(Keep a copy of this letter for your records)

(Note: Could be sent to the Special Education Director, Principal, Contact Person or Superintendent. Keep a copy for your records)

(Date) _____

Dear _____

I am making a formal request for a complete educational evaluation for my child, (Name of Child), who is a student at (name of school) in (grade/class).

I am making this request because I believe that my child may have educational disabilities. (Make a brief listing, such as ADD, short attention span, vision problems, speech or language problems, physical issues, failing most classes, inability to get along with others, unsatisfactory performance on group achievement or accountability measures, multiple behavioral or academic warnings, suspensions/expulsion from childcare or after school programs, inability to progress or participate in developmentally appropriate preschool activities, receiving services from Family-Centered Early Supports and Services, etc.)

I understand that you will contact me in writing to set up a team meeting date so that the team can make the necessary decisions about my concerns within 15 days. Please let me know if I can provide any additional information to assist you in better understanding (my child's) needs. I look forward to hearing from you.

Sincerely,

(Your name, address, telephone number and email address)

cc: (List of other people to whom you are sending a copy of this letter)