

# Student Transfer Evaluation Results

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[School/Organization Name]

[Address]

[City, State, Zip]

Dear [Recipient's Name],

We are writing to inform you of the results of the transfer evaluation conducted for [Student's Name], who is transferring to [New School's Name]. This evaluation was carried out in accordance with our policies for students with special needs.

## Evaluation Results

- **Student's Name:** [Student's Name]
- **Date of Birth:** [DOB]
- **Current Grade Level:** [Current Grade]
- **Assessment Date:** [Assessment Date]

## Special Needs Considerations

Based on the evaluation, the following special considerations have been identified:

- [Consideration 1]
- [Consideration 2]
- [Consideration 3]

Please ensure that these considerations are taken into account when planning for [Student's Name]'s educational program at [New School's Name].

If there are any questions or if further information is needed, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your School/Organization Name]

[Contact Information]