

Extended School Year Services Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[School's Name]

[Principal's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request extended school year (ESY) services for my child, [Child's Name], who is currently enrolled in [grade/class/educational program]. Based on my understanding of [Child's Name's] needs and progress, I believe that ESY services are crucial for maintaining the skills and knowledge acquired during the school year.

[Insert a brief explanation of why ESY services are necessary, including any relevant information about your child's learning needs or challenges.]

I kindly ask that you consider this request and arrange for an evaluation of [Child's Name's] eligibility for these services. I look forward to discussing this matter further and appreciate your attention to this important issue.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title/Relationship to the Child, if applicable]