

# Letter of Submission for Special Education Service Eligibility

Date: [Insert Date]

To:

Special Education Department

[School District/Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally submit a request for evaluation for special education services for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School Name].

[Child's Name] has been experiencing [briefly describe difficulties or symptoms]. As a result, I believe it is essential to assess his/her eligibility for special education services. I am requesting a comprehensive evaluation to determine the appropriate supports and services needed for his/her academic success.

Enclosed with this letter are relevant documents, including:

- Your Child's School Records
- Assessment Reports (if any)
- Relevant Medical or Psychological Reports

Please let me know the next steps in the evaluation process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]