

Request for Special Education Evaluation

Date: _____

To: [Name of the Special Education Coordinator]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Name of the Special Education Coordinator],

I am writing to formally request a special education evaluation for my child, [Child's Name], who is currently enrolled in [Grade/Year] at [School Name]. I believe that my child may have specific educational needs that require further assessment.

Over the past few months, I have observed the following concerns regarding my child's academic performance and behavior:

- [Concern 1]
- [Concern 2]
- [Concern 3]

I would appreciate the opportunity for a comprehensive evaluation to determine if my child qualifies for special education services. Please let me know what steps need to be taken to initiate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]