



## Sample Letter

*Please note: It is very important that all correspondence be dated and that you keep a copy for your records.*

### **REQUEST FOR A FUNCTIONAL BEHAVIORAL ASSESSMENT**

[Note: Could be sent to the Special Education Director, Principal, Case Manager, Contact Person or Superintendent. Keep a copy for your records]

[Date]

Dear \_\_\_\_\_

I am making a formal request that a functional behavioral assessment be conducted 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 experiences behaviors that impede his/her learning or the learning of others. [Make a brief listing of the types of behaviors that you believe are problematic.] I would like us to have the results of the FBA to use in reviewing [name of child]'s IEP and deciding what positive behavioral interventions and supports and other strategies may be needed to address my child's behavior. I am pleased that the NH Rules for the Education of Children with Disabilities [Ed 1113.04(a) & Ed 1114.07(a)] specify that "Positive behavioral interventions based on the results of a behavioral assessment shall serve as the foundation of any program used to address the behavioral needs of students".

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 receiving your written response to my request. If you would prefer to discuss my request at an IEP Team meeting, please consider this to be my request for an IEP meeting to be scheduled and convened within 21 calendar days.

Sincerely,

[Your name, address, telephone number and email address]

cc: [List of other people to whom you are sending a copy of this letter]

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