Sample Letter

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

SAMPLE LETTER FOR A PHYSICIAN MAKING A RECOMMENDATION THAT A CHILD BE FOUND ELIGIBLE FOR SPECIAL EDUCATION OR PROVIDING RECOMMENDATIONS FOR THE CHILD’S SPECIAL EDUCATION AND RELATED SERVICES

NOTE: Letter to be sent to the parents who will then enclose a copy with a cover letter from them to the Case Manager, Special Education Director or Principal

[Date]

Dear-----------------

[Name of child] is my patient. I have made a diagnosis [or concur with the diagnosis made by ___ [name of other evaluator]] of [provide the full name of the disability or health condition]. Given his/her disability, it is my professional judgment that, in order for [name of child] to receive a free appropriate public education, he/she requires special education identification and [specify program components].

[Note: Include the following paragraph if appropriate]: I have administered [name of test[s] or evaluation components] and/or have reviewed the tests or evaluations or written observation reports of [name of evaluator] or behavior rating forms completed by [name of child]'s parents and/or teachers in order to reach my conclusions.

I am aware that, in order to be determined eligible for special education services, a child must have a disability and that disability must adversely his/her education. My assessment of [name of child] meets the requirement that a child who has, or is suspected of having [identify which of the following disability categories reflects the child's diagnosis/disability: autism, orthopedic impairment, other health impairment or traumatic brain injury] be provided with a “health assessment” by a “professional licensed to provide a health assessment” as part of the evaluation to determine eligibility and identify the child’s educational needs.

I appreciate this opportunity to provide you with information to assist you in providing [name of child], with the special education and related services he/she needs.

Very truly yours,

[Name of MD]

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