



Sample Letter

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

SAMPLE REEVALUATION REQUEST

[NOTE: Could be sent to Special Education Director, Principal, Contact Person or Superintendent. It is helpful to send it to more than one person. Keep a copy for your records.]

[Date]

Dear _____,

I am making a formal request for a complete reevaluation for my child, [Name of Child], who is a student at [name of school] in [grade/class]. I am making this request for my child to be reevaluated before the regularly scheduled 3-year reevaluation, an option made available to me under Federal and State special education law.

I am making this request because I believe that it is critical that decisions about my child's special education program be made based on complete, accurate and up-to-date information. I believe that a complete reevaluation that evaluates my child in all areas related to his/her disability, including [You may list all of the areas where you believe that reevaluations are needed to identify your child's current educational needs, present levels of academic and functional performance, and to give the IEP team the information it needs to make decisions. Areas to consider include: health, hearing, vision, social/emotional/behavioral, general intelligence, communication status, motor skills, daily living skills, academic or developmental performance, vocational needs, and need for assistive technology] will provide us with the information that we need to develop an IEP that meet's [my child's name]'s educational needs, including academic, social/emotional and functional needs. [You may want to add a brief listing of specific issues that you would like to have addressed through this reevaluation, such as failing grades, reluctance to attend school, lack of or limited social relationships, communication skills, etc. For older children, this may include transition services to enable the child to meet his/her adult goals.]

I look forward to receiving your written response within 10 days, with your plans to conduct the reevaluations for [my child's name]. Please let me know if I can provide any additional information to assist you in this process. I look forward to hearing from you.

Sincerely,

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

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

This document is provided for informational purposes only; it does not, nor is it intended to, constitute legal advice. For more information on the special education process, and upcoming workshop opportunities, please visit our website at www.nhspecial.ed.org. Be sure to read our brochure, "Steps in the NH Special Education Process".