



Sample Letter

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

SAMPLE REQUEST FOR INDEPENDENT EVALUATION

[Date]

Dear [Name of Special Education Director],

[Name of child], is now enrolled in [name of school] in [grade/class].

This is to inform you that I disagree with the educational evaluation which has been provided by the school district. I disagree for the following reasons[s]: [please note that you may list the reasons, but you are not required to do so].

Because of my disagreement with the school district's evaluation, I am requesting an independent educational evaluation at public expense. I would like the independent evaluation to be performed by [name of independent evaluator you prefer, if known]. I understand that the school district may have established criteria related to independent educational evaluations and the qualifications of evaluators who may conduct them. If the evaluator I have requested does not meet your established criteria, please send me a copy of the criteria and an explanation of how or why this evaluator does not meet the criteria.

Please contact me by [date] to discuss this matter and make the necessary arrangements.

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]

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