



Please note: It is very important that all correspondence be dated and that you keep a copy for your records. It is generally a best practice to send your letter to more than one person, including an administrator (special education director/coordinator, principal, or superintendent), and your child's case manager or teacher.

SAMPLE REFERRAL REQUEST

[Date]

Dear _____

I am making a formal request for a complete educational evaluation 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 may have disabilities and need special education as a result of those disabilities. [Make a brief listing, such as ADD or other medical diagnosis that impacts your child's education, short attention span, vision problems, speech or language problems, physical issues, failing most classes, inability to get along with others, unsatisfactory performance on group achievement or accountability measures, multiple behavioral or academic warnings, suspensions/expulsion from childcare or after school programs, inability to progress or participate in developmentally appropriate preschool activities, receiving services from Family-Centered Early Supports and Services, etc.]

I understand that you will contact me in writing to schedule an IEP team meeting, to be held within 15 business days from your receipt of my referral, so that the IEP team, including me, can make the necessary decisions about my concerns within 15 business days. 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 response.

Please include a copy of this letter in my child's file.

Sincerely,

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

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