



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.

REQUEST FOR A FUNCTIONAL BEHAVIORAL ASSESSMENT

[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 Standards for the Education of Children with Disabilities 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 [name of 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 formal request for an IEP Tea, meeting to be scheduled and convened within 21 calendar days.

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]

This document is provided for informational purposes only; it does not, nor is it intended to, constitute legal advice (legal advice should be obtained from an attorney). For more information on the special education process, and upcoming workshop/training opportunities, please visit the Parent Information Center's website at www.picnh.org. Be sure to read our brochure, "Steps in the NH Special Education Process."