



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 REQUEST FOR INDEPENDENT EDUCATIONAL EVALUATION

[Date]

Dear _____,

My child, [name of child], is currently 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):

[Note to parents: 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 that an independent educational evaluation be provided 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, including the qualifications of evaluators who may conduct them. Please send me a copy of the school district's criteria. If the evaluator I have requested does not meet the school district's established criteria, please include an explanation of how or why he/she does not meet the criteria.

Please contact me by [date] to indicate your agreement to provide the independent educational evaluation at public expense, or to inform me of your intent to file for a due process hearing.

I look forward to receiving your response so that we may make the necessary arrangements for the independent educational evaluation. 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."