



Sample Letter

Request for Special Education Eligibility Assessment (Preschool Age)

Parent/Guardian's name
Address
City, State, Zip Code
Daytime Telephone

Date

_____ (Special Education Director)

Your School District
Address
City, State, Zip Code

Dear _____:

I am the parent of _____, who is ___ years old. I am requesting a comprehensive assessment in all areas of suspected disability to determine whether _____ is eligible for Special Education and/or related services under the Individuals with Disabilities Education Act. (If applicable, add): _____ has been diagnosed with _____ by _____ (professional).

I am requesting this assessment because _____ (be specific and brief; give examples in all areas of development where you suspect delays or have concerns such as speech/language, behavior, social/emotional, cognition).

It is my understanding that I will hear back from you in writing within 15 days of this request. I look forward to hearing from you.

Sincerely,

Your name

cc: Include others whom you think might need to know about your request (intake coordinator of the district, preschool teacher, etc.)

NOTES:

If the district agrees to do an assessment, when you give your written permission to the assessment plan, it is very important to put in writing that you would like copies of all written reports prior to the IEP meeting. While the district is not required to do this, it is considered best practice.

If the district denies your request for assessment, their denial must be put in writing, called Prior Written Notice, and include all the data they used to support their denial.