

Your Name
Your Address
Phone #

Date

Principal Name, Principal
School Name
School Address

Reference: Your child's name
DOB
School

Dear **(Principal Name)**:

I am writing to ask that the school evaluate **(child's full name)** for special education services. **(Child)** is in the **(grade)** and has consistently been performing below grade level in reading and writing.

(Child) has struggled in school since **(grade)**. **(Further information eg. Her reading and spelling skills are poor and her writing is difficult to read and disorganized. She has also been diagnosed with a generalized anxiety disorder. The process for a 504 for the anxiety was started in October and is still not yet complete.**

Her teachers have given her extra help. Despite this extra help, her reading and writing skills have not improved and instead her grades are worse than last year. She is very anxious and worries about not doing a "good job", she is a people pleaser.)

I understand that the school needs my written consent before evaluating **(child)**. Please consider this letter my consent to evaluate. I understand that a decision about **(child's)** eligibility for special education will be made within 60 days.

I want to speak to the psychologist before the evaluation. If you have questions, please call me at **(number)**.

Sincerely,

(Your Name)

(signature)

Wrightslaw: All about Tests and Assessments: Answers to Frequently Asked Questions, by Melissa Lee Farrall et al., Harbor House Law Press, 2018.