

SAMPLE LETTER REQUESTING AN INDEPENDENT EDUCATIONAL EVALUATION

Your Address
Your Phone Number

Date

Principal's Name
Name of Your Child's School
School's Address

Dear Principal:

I am the parent of _____, whose date of birth is _____.

I am requesting that the school district agree to pay for an independent educational evaluation of my child for the following reasons. [Although not required, we recommend that you tell the district why you do not think that the district's evaluation is appropriate.]

The type of independent evaluation that is needed is: _____.
[For example, an evaluation by an independent certified psychologist, or an evaluation by a speech therapist.]

Please forward to me the criteria that the school district uses to select its evaluators for this type of evaluation. I would also appreciate a list of the evaluators that are available (although I understand that I can pick someone else in this area who meets the school district's criteria even if that person is not on the list).

Please contact me at your earliest convenience to let me know whether the school district will pay for this independent evaluation. I understand that if the school district turns down my request, it must immediately arrange for a Special Education Hearing. If you choose to pursue a Hearing, please notify me when the school district will file a complaint with the Office for Dispute Resolution requesting that a Hearing be scheduled, and when the resolution session will be convened. ***[Note: A parent can also request that the public charter school or school district participate in a mediation session to resolve the dispute. If you mediate the dispute, and it doesn't work out, you can still have a Hearing, and you don't have to also have a resolution session.]***

Should you have any questions or problems with this request, please contact me at the following number(s) _____ or by e-mail at _____.

Thank you.

Sincerely,
Your Name

Cc: Director of Special Education

KEEP A COPY OF THIS LETTER FOR YOUR RECORDS. WE RECOMMEND THAT YOU HAND-DELIVER THIS LETTER TO THE PRINCIPAL AND MAKE SURE SOMEONE SIGNS FOR IT, OR THAT YOU SEND IT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED. YOU SHOULD ALSO SEND A COPY OF IT TO YOUR SCHOOL DISTRICT'S OR CHARTER SCHOOL'S SPECIAL EDUCATION DIRECTOR.