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Guide to Completing Request for Reevaluation

This is a guide to be used when completing the Request for Reevaluation form.

If you are assisting a caregiver to complete this form:

1. Explain that re-evaluations are an important source of information to ensure that a child is making progress and can identify any new educational needs and that, if helpful, you can assist them in completing the form.
2. Ask the questions requested in the form and fill in the areas with the caller’s responses. Refer to the guide below for more support.
3. Once the form is complete, repeat the answers back to the caller.
4. Confirm the best way to share the completed document with the caller
5. Instruct the caller with what they should do with the document and explain they should keep a copy for their own records.

If you are the caregiver completing this form:

1. Open this form on your phone, tablet, or computer.
2. Follow the instructions below on what information to enter for each line. You may print this document before or after entering information. If you have a PDF reader on your computer, you can type directly on the form.
3. Review the form to check for missing or inaccurate information.
4. Print or save a copy of the completed form for your records.
5. Send the form to the school.

Completing the Form

Entries in the top left (6 lines)

<input type="text"/> Parent’s/Guardians’ Name	(Line 1) Enter the parent or guardian’s full name .
<input type="text"/> Address	Enter the parent or guardian’s address .
<input type="text"/> Contact Information	(Line 3) Enter the parent or guardian’s contact information (this may include phone number(s), and email address(es)).
<input type="text"/> Principal’s Name	(Line 4) Enter the principal’s name . This can be found on letters or emails from the school or by searching for the student’s school online.
<input type="text"/> School Name	(Line 5) Enter the student’s school .
<input type="text"/> School Address	(Line 6) Enter the school’s address .

Additional Entries

Date _____	(Line 7) Enter the date you are completing this document.
Dear Principal _____,	(Line 8) Enter the principal's last name .
request that my child _____	(Line 9) Enter the student's name .
birth is _____	(Line 10) Enter student's date of birth (mm/dd/yy).
in the _____ grade	(Line 11) Enter the student's grade .
_____ and has an IEP.	(Line 12) Enter the student's school .
_____ was last evaluated in _____.	(Line 13 & 14) Enter the student's name and date of the last evaluation report (mm/dd/yy or best estimate).

Text Box

- Discuss the concerns that parent or guardian have regarding the student's education.
Consider:
 - Progress towards IEP goals;
 - Academic levels in reading, writing, math, or other subjects;
 - Behavioral or emotional needs;
 - Attendance;
 - Disciplinary actions towards student;
 - Communication needs for student and/or caregiver to participate in student's education
- Enter any concerns the parent or guardian are reporting.

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reevaluation on _____ to _____.	(Line 1 & 2) Enter the date verbal request was communicated (mm/dd/yy) and name and/or position of school staff request was made to.
I can be reached at _____ or _____:	(Line 3) Enter the preferred modes of contact (phone number(s) and/or email address(es)) of the parent or guardian.
Sincerely,	(Line 4) Enter the parent's name
Director of Special Education: _____	(Line 5) Enter the name and email address of the District's Director of Special Education . This can be found on a school district's website. For the School District of Philadelphia, each school is assigned to a network that a Regional Special Education Director manages.

Main Classroom Teacher:

(Line 6) Enter the name and email address of the student's main teacher.