

Sample Letter: Request for an Independent Educational Evaluation at Public Expense

Your Name
Street Address
City, State Zip Code
(Daytime telephone number)

Name of Director of Special Education
Your School District
Full Address

Dear (name of Director),

My son/daughter, (give full name), who is currently attending (name of school, grade, teacher) was evaluated for special education services (give month and year of this evaluation). I am writing to inform you that I disagree with the testing, and I would like to have my child re-evaluated.

(The following section is optional – you are not required to provide a reason)

I am requesting an Independent Educational Evaluation at public expense, for the following reasons:

1. (Briefly list your reason(s), being very specific).
2. (Area of concern, for example: neuro-psych, learning styles, P/T, O/T, Speech etc.)

I would like to have a list of independent evaluators, the district's criteria for IEEs; and a copy of the evaluation and eligibility requirements set forth for Independent Educational Evaluation.

I look forward to hearing from you soon. Thank you for your consideration.

Sincerely,

Your full name

cc: School Principal