

Letter A: Request for Special Education Evaluation

[Name of Parent or Adult Student]

[Address]

[Telephone Number]

[Today's Date]

[Name of School Principal, Director of Special Education, or Director of Pupil Personnel]

[Address]

Dear *[School Principal, Director of Special Education, or Director of Pupil Personnel]*:

I request that *[student's name]*, *[date of birth]*, who currently attends *[name of school]*, be evaluated for special education. I am requesting an evaluation because *[the reason you are asking for an evaluation]*.

Please contact me at the above number to schedule a mutually convenient date and time for a PPT meeting.

Sincerely,

[Parent or adult student's printed name and signature]