

Sample Letter to School District Requesting an Evaluation

Your Address
Your phone number
Date

Name of school psychologist
Name of school
Address of school

Dear (name of school psychologist),

I am the parent of (child's name) whose date of birth is (month, date, year). (Child's name) is in the (grade level) grade at St. Thomas More School. He/she is experiencing difficulty at school, and the Instructional Support Team has requested that a curriculum-based evaluation be carried out to determine what the problems are and how they can be addressed **This should include an IQ test, achievement test as well as an evaluation of attention and focus issues since these also seem to be a concern. I understand that I am a member of my child's evaluation team, and I wish to give input to the team. Please let me know how I can participate in this process.

I look forward to (the name of your school district) providing me with a notice of my parental rights and a "Permission to Evaluate" form for me to sign. I understand that the evaluation must be completed and a report issued within 60 days after you, the school district, receives my signed "Permission to Evaluate" form. I have been informed that the evaluation can take place at St. Thomas More School in their conference room.

Enclosed you will find a copy of our Goal Sheet/Action Plan which is a result of my meeting with (child's name)'s Instructional Support Team.

Kindest regards,

Your signature

Your name.

Cc: (Name of school principal, Name of school)

**This statement will vary depending on what testing was recommended by the IST team. Refer to the paperwork you were given at the meeting.