



# SAMPLE LETTER REQUESTING INDEPENDENT EVALUATION

Date:

Address of administrator and school

Dear \_\_\_\_\_:

My (son/daughter) who is currently attending (school, grade, teacher) was evaluated for special education services \_\_\_-\_\_\_-\_\_\_ (month, date, year). I am writing to inform you that I disagree with the evaluation results and would like to have my child re-evaluated. I am requesting an independent educational evaluation at public expense for the following reasons:

(Briefly list your reasons. Be very specific.)

My plan for obtaining the evaluation is

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Please contact me so that we may work together and proceed without delay. My daytime phone number is....

Sincerely,

Your Name

cc: Director of Special Education

This is a sample. If you need to request an independent evaluation, this sample may help you get started. It should only be used as a guide and is not the "only way" to request the evaluation.

## Tips for Parents When Requesting and Independent Evaluation:

- **Make your request in writing.**
- **Keep the letter brief and to the point.**
- **Be sure to keep a copy for your records.**
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*This content is taken from the Utah Parent Center handbook: Parents as Partners in the IEP Process Parent Handbook*

***If your child has special needs, so do you! We can help!***

230 West 200 South, Suite 1101

Salt Lake City, UT 84101-1337

801-272-1051 or 800-468-1160

[www.utahparentcenter.org](http://www.utahparentcenter.org)