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

_______________________________________________________________________________________
_______________________________________________________________________________________

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.

This content is taken from the Utah Parent Center handbook: Parents as Partners in the IEP Process Parent Handbook