

Requesting a School Evaluation

A letter you can copy, and what to do with the answer.

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Why writing matters

A written request starts a legal timeline. A conversation does not. Date it, keep a copy, and send it in a way you can prove.

The letter

[Date]

[Principal or Special Education Director name]

[School name and address]

Dear [name],

I am writing to request a full initial evaluation for my child, [child's name], date of birth [DOB], currently in [grade] at [school], to determine eligibility for special education and related services under the Individuals with Disabilities Education Act.

I have concerns about [briefly describe - for example: my child's speech development, difficulty with handwriting, attention in class, motor coordination].

Specifically, I have noticed [two or three specific examples with approximate dates].

I understand that my written consent is required before the evaluation can begin, and I am ready to provide it. I would also like to receive a copy of my parental rights under IDEA.

Please confirm receipt of this letter and let me know the next steps and expected timeline.

Thank you,

[Your name]

[Address, phone, email]

Who to send it to

- ☐ The principal
- ☐ Copy the special education director or coordinator
- ☐ Email with confirmation of receipt, or hand-deliver and keep a dated copy
- ☐ Keep proof of sending

After you send it

1. The school should respond and seek your written consent.
2. Once you consent, a timeline applies to completing the evaluation.
3. An eligibility meeting follows.
4. If eligible, an individualized education program is developed.

Timelines are set by federal law with some state variation. Ask what the timeline is in your state, and ask for the answer in writing.

If they say no

- ☐ They must give you the refusal in writing, with the reason
- ☐ Ask what evidence would change the decision
- ☐ You can request an independent educational evaluation
- ☐ Ask for your procedural safeguards, which set out your options

If they suggest waiting or trying interventions first

You do not have to choose

A school cannot require an intervention period before evaluating when you have made a written request.

Agree to the interventions **and** ask for the evaluation to proceed. Put both in writing: that you welcome the classroom support, and that your request for an initial evaluation stands.

Before you write: gather

- ☐ Specific examples, with approximate dates
- ☐ Work samples
- ☐ Reports from outside professionals
- ☐ Anything you have already tried, and what happened

Draft your concerns here

This guide describes a process and provides sample wording. It is not legal advice and is not a substitute for it. Rules and timelines vary by state; confirm what applies where you live. © 2026 DrSensory LLC · drsensory.com/guides/school-evaluation-letter