

SAMPLE letter to request evaluation

To: (Name of team chairperson), Special Education Team Chairperson
(Name of school)

Re: (Name of child)

From: (Your name, title)

Date: (Date of letter)

Please find my ("appointment" letter from FaCES) for (name of child), a (grade level) student at (name of school). Following a meeting with principal (name of principal) and adjustment counselor (name of adjustment counselor) which took place on (date), I am requesting (name of child) receive a full evaluation which includes the following assessments:

cognitive (Wechsler Intelligence Scale for Children (WISC – IV)
achievement (Woodcock-Johnson IV)
speech & language
occupational therapy
psychological - social/emotional rating scales (BASC, Connor's Scale)
functional behavioral assessment
Applied Behavior Analysis

Please fax an evaluation consent form to me at (fax number) so I can sign and fax it back to you. If you have any questions I can be reached at (your phone number).
Thank you,

(Your name, title)