

Support Letter Template: Request for Special Education Evaluation

[Your Name]

[Your Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Principal or Special Education Director's Name]

[School Name]

[School Address]

Subject: Request for Special Education Evaluation for [Child's Full Name]

Dear [Principal/Special Education Director],

I am the [foster/adoptive] parent of [Child's Full Name], who is currently in [grade] at [school name]. I am writing to formally request that my child be evaluated for special education services under the Individuals with Disabilities Education Act (IDEA).

Based on my observations and feedback from teachers, I have concerns about [his/her/their] academic progress and/or social-emotional development. [Briefly describe specific concerns here—e.g., difficulty reading, trouble focusing, behavioral challenges.]

I am requesting a comprehensive evaluation to determine whether [Child's Name] qualifies for an Individualized Education Program (IEP). Please consider this letter a formal written request for assessment.

I look forward to your written response and to working collaboratively to support my child's educational success. Please contact me at [phone number] or [email address] if you have any questions or need additional information.

Sincerely,

[Your Full Name]