

# "Let's wait and see"? Ask for an evaluation.

You don't have to wait for the school to notice. You can ask for an evaluation yourself, any time. Send this by email and keep a copy.

Date: _____

To: Director of Special Education, district name

**Re: Request for a special education evaluation** for

child's full name _____, grade _____, school _____

I am requesting a full evaluation to find out whether my child has a disability and needs special education.

**My concerns:**

1. e.g. "Reads well below grade level" _____
2. e.g. "Homework takes 2 to 3 hours most nights" _____
3. _____

Please send me the consent form so I can sign it. If the school decides not to evaluate, please send me Prior Written Notice explaining why. Please confirm that you received this request.

Thank you,

your name and phone _____

**Good to know:**

- [ ] Email the special education director, not only the teacher
- [ ] Specific examples work better than "struggling"
- [ ] The timeline starts when you sign consent, so sign quickly
- [ ] Evaluations usually must finish within 60 days. Your state may differ.