



Children with Special Educational Needs

Requesting a Full Individual Evaluation (FIE) and Individualized Educational Plan (IEP) from your public school district:

Write a letter with your name, signature and today's date. Give this letter to your child's teacher, principal, school special education coordinator and district's special education coordinator. Letter as follows:

Date _____

Dear Principal and/or Special Education Coordinator:

I am the parent/legal guardian of _____, a child zoned to your school in the _____ School District. My child's physician and I believe my child is in need of special education services. I am requesting that my child be assessed for special education under the Individuals with Disabilities Education Act (IDEA). I believe that my child has developmental challenges in the following areas: _____ .

I am requesting a full individual evaluation of my child. I understand that I can expect to receive a response to my request within 15 school days or your receipt of this request and that I will be required to consent for evaluation at that time, or I will receive notice of my procedural safeguards that explain my rights under the law.

I look forward to receiving your response and the consent form as soon as possible so that we can proceed. I understand that the evaluation must be completed within 45 school days from the date the school district receives signed consent for evaluation.

Please contact me within 15 days of this signed request to sign consent forms to evaluate _____. I can be reached at: _____ (phone) .

Thank you for your help.

Sincerely,

_____ (sign and print parent or legal guardian name)

_____ (date)
