

Sample Letter to Request School Testing

Dear (Principal's name),

My child has a medical disability which I believe is adversely impacting his education. I would like to request a full psycho educational evaluation for my child _____ who is in _____ grade at _____ school to see if he qualifies under IDEA for an Individual Education Plan.

I understand that I need to sign consent for this evaluation. I would like to do this as soon as possible. I also understand the school system has 60 days to complete testing and hold a meeting to discuss eligibility. I look forward to meeting with you on this date.

Sincerely,

(your name)