

Sample Letter to Request an Evaluation for an Individualized Education Program (IEP)

Use this sample format to write your own letter requesting an IEP evaluation. [Read this article to learn more about the IEP evaluation process.](#)

Your Name

Your relationship to the student

Your phone number

Your email address

The date you submit the request

To: [name of person and/or district],

I am requesting a full and individual evaluation for (NAME), (birth date: __/__/__), for assessment as a special education student as stipulated in the Individuals with Disabilities Education Act (IDEA, Public Law 108-446), and in the Washington Administrative Code ([WAC 392-172A](#)). My child is being evaluated for the first time (or include information if the student was previously evaluated or received IEP or Section 504 services).

My student attends (name of school) and is currently in (grade level) grade. We speak (language) in our home, and we need a qualified interpreter for all meetings where our child's eligibility and services are discussed.

I have concerns that (NAME) is not receiving the full educational benefit from school because of their struggles with (brief summary of biggest disability-related concern).

I understand that the evaluation is to be in all areas of suspected disability, and that the school district is to provide this evaluation at no charge to me. My reasons for requesting this evaluation are: (be as specific as you can/note that [OSPI's form](#) suggests possible academic and physical/behavioral concerns)

- Use bullet points.
- Use bullet points.
- Use bullet points.

Here are some areas where (NAME) is struggling:

- Use bullet points.
- Use bullet points.
- Use bullet points.

Based on what I know about my student, here are some supports that I think are needed:

- Use bullet points.
- Use bullet points.
- Use bullet points.

(NAME) **has been medically diagnosed with** (Diagnoses, if available... Or you might write: [NAME] is awaiting a medical evaluation for ... Note that a medical diagnosis is not required for schools to conduct an educational evaluation and to find a student eligible for services).

I have attached documentation from (list any outside providers who provided letters or reports). **Please take note that** (Dr. NAME) **recommends** (highlight any specific recommendations from those attached documents) **because** (reason).

I understand that I am an equal member of the team for the development of an Individualized Education Program (IEP) and that I will be involved in any meetings related to evaluation, identification of disability, provision of services, placement, or other decisions regarding my child's access to a Free Appropriate Public Education (FAPE). I would appreciate meeting with each person who will be doing an evaluation before (NAME) is tested so that I might share information and history. I will expect a copy of the written report generated by each evaluator so that I may review it before the team meeting.

I understand you must have my written permission for these tests to be administered, and I will be happy to provide that upon receipt of the proper forms.

I appreciate your help on behalf of (NAME).

Sincerely,

(Your Name)

CC: (Names and titles of other people you give copies to)