

Sample Letter to Request a Functional Behavioral Assessment (FBA)

Use this sample format to write your own letter requesting a Functional Behavioral Assessment (FBA). [Read this article to learn more about who is on the IEP team and what to expect at the IEP meeting.](#)

Your Name
Street Address
City, State, Zip
Date

Name (if known, otherwise use title only)
Title/Director of Special Education/Program Coordinator
School District
Street Address
City, State, Zip

Dear Name (if known, otherwise use title only):

I am requesting a Functional Behavioral Assessment (FBA) for my student, (NAME), (date of birth: ____/____/____).

I have concerns that (NAME) is not receiving full educational benefit from school because of their struggles to meet behavioral expectations due to their disability circumstances. Their condition includes (brief summary of any diagnoses), **which makes it difficult to** (brief summary of the challenges). **I believe this has become a pattern of behavior that needs to be addressed with a positive behavioral support plan so my child with special educational needs can receive a Free Appropriate Public Education (FAPE).**

I understand that the FBA will look for triggers and seek to understand what is happening in the environment when my child's behaviors become problematic. I have learned that these are "antecedents" that the school can identify through data tracking. I hope we can begin to understand how (NAME) may be trying to communicate their needs through these behaviors. Here are some of my thoughts about what might be going on: (add specific concerns here).

- Use bullet points if the list becomes long.
- Use bullet points if the list becomes long.
- Use bullet points if the list becomes long.

I look forward to discussing the results of the FBA and working with school staff on development of a Behavior Intervention Plan (BIP). I hope we can choose a small number of target behaviors to focus on in the BIP. I understand that we will work together to identify replacement behaviors that the school can teach (NAME) to do instead. I hope these will be skills we can work on at home also. I look forward to learning how we can partner to encourage the learning that I know (NAME) is capable of.

I have attached documentation from (any outside providers/therapists/counselors who may have provided letters or reports or shared behavioral recommendations).

I understand that I am an equal member of the team for development of educational services and that I will be involved in any meetings where decisions are made regarding my child's access to FAPE. I will also expect a copy of the FBA and a draft of the BIP before our meeting.

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

I appreciate your help in behalf of my student. If you have any questions please call me at (telephone number) **or email me at** (email address, optional).

Sincerely,

(Your Name)

CC: (Names and titles of anyone else you give copies to)