

Information for: **Letter to Request Special Education Evaluation for Eligibility**

To obtain an evaluation from your child's school, a parent-initiated request must be in writing for the school to proceed. Below are the suggested steps you should take to complete this process.

- Address to school principal.
- Copies to Special Education Director, Coordinator, etc. (Liaison between school and district administration), and to your advocate. Note cc's (carbon copy) on the letter.
- Letter can be sent by email-read receipt requested, hand-delivered with receipt requested or by registered mail, return receipt requested. Retain hard copy for records.
- Indicate the situation that prompts your letter/concern, as my son is failing two classes or below grade level in three classes or has been diagnosed with ADHD or bipolar that I believe interferes with learning, or spends three hours on homework he/she cannot finish when he/she is only in second grade, or has sensory integration issues...etc.
- You believe that his/her grades will continue to decline without additional educational assistance.
- Request that the child is evaluated immediately for special education eligibility.
- State that you are not interested in a student or building level review, which is the school's prerogative but that is not sufficient to satisfy your request and it delays the business of starting the eligibility evaluations for your child. You understand that the school may feel the need to have their reviews but it is a delay.
- You are making this as a "direct" written request, as stated in the Exceptional Children's Education Act (ECEA) regulations at 4.02 (3) (c) (ii) for special education evaluation.
- Include that you understand that the 60 calendar days that the school district has to complete the evaluation does not start until after you have signed the Prior Notice and Consent for Evaluation form, so you want to sign that quickly.
- Then the usual "thank you" and so forth.
- Make a copy of the letter for your child's file at home.
- It is a good idea to send a copy of the letter to your advocate and the district's special education coordinator. Document that you have copied those people at the end of your letter.

Parents can make any additions/deletions/changes, etc., as long as some of the important phrasing remains. See the yellow highlights.

Parents should be aware that the school district may invite them to a meeting to discuss other options. The school might be able to implement a student or building level review or Response to Intervention (RTI) strategies that may alleviate the problem ***instead*** of an

educational evaluation to determine special education eligibility. This process could delay or avoid assessments to determine if the student is eligible for special education services until the student has participated in RTI or other strategies to address parent concerns.

The educational advocate should be certain to explain parent rights, provide information related to IDEA and ECEA, the evaluation process, the results for determining eligibility, and the initial IEP and subsequent annuals, triennials, etc., offer information and referral that may be helpful.

The Arc Arapahoe & Douglas Counties
6538 S. Racine Circle
Centennial, CO 80111
303-220-9228

Reviewed for accuracy: August 2021