

Request to Begin Special Education Process

Date: _____

[name and address of special education administrator]

Re: _____ *[name of child]*

Child's school: _____

Child's teacher: _____

Child's grade: _____

I am writing because my child is experiencing difficulties in school, including *[describe difficulties]* _____.

I am formally requesting that the school immediately begin its special education process, including initial assessment for eligibility. I understand that you will send me an assessment plan explaining the tests that may be given to my child. Because I realize the assessment can take some time, I would appreciate receiving the assessment plan within ten days. I would also appreciate any other information you have regarding assessments, how eligibility is determined, and the general IEP process.

I am also requesting that you make available to me a complete copy of my child's school file, including all tests, reports, assessments, grades, notes by teachers or other staff members, and any other information contained in the file. I understand that I am entitled to these records under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Section 1232 [g]). I would greatly appreciate having these files within the next five days. I will call you to discuss how and when I will get the copies.

Thank you very much for your assistance. I look forward to working with you and your

staff.

Sincerely,

[name and address of parent]

Home phone

Work phone

Email