

How Do I Request Special Education* Services for My Child?

**Special Education is specially designed instruction to meet the unique needs of a child with a disability.*

What are my rights?

- » Children ages 3 to 21 are eligible to be tested and receive special education services.
- » Public and Charter Schools must provide special education at no cost to you if your child qualifies.
- » You have the right to ask your child's school to test your child for special education.

What do I need to do to have my child tested?

- » Ask your child's school in writing to test your child. You can use the sample letter on the back of this Information Sheet.
- » Date the letter and keep a copy for your records.

What does the school have to do?

- » Respond in writing to your letter within 30 days.
- » If the school refuses to test your child, they need to explain how you may challenge the school's refusal.
- » If the school evaluates your child, they need to develop an Evaluation Team Report (ETR).
- » Schedule a meeting to discuss the ETR with you.

What happens if my child qualifies for special education?

- » Your child will receive an Individualized Education Plan (IEP).
- » Your child should be re-evaluated every three years.
- » You have the right to ask that your child be re-evaluated sooner.
- » You have the right to ask for an IEP meeting at any time.
- » Special Education students may have special protections when facing suspension or expulsion.

What if I disagree with all or part of the IEP?

- » Write what you disagree with on the IEP.

What if my child has a disability but doesn't need an IEP?

- » Maybe your child needs an accommodation or a modification. Read our 504 Plan Information Sheet for more information.

If you have legal questions or concerns about educational issues, the Meaningful and Appropriate Education Practice Group of Advocates for Basic Legal Equality, Inc. (ABLE) and Legal Aid of Western Ohio, Inc. (LAWO) might be able to help you!

To apply for free legal help, contact Legal Aid Line:



TOLL-FREE
(888) 534-1432



ONLINE
www.LegalAidLine.org



Advocates for Basic
Legal Equality, Inc.



Legal Aid of
Western Ohio, Inc.®

Together, we do the community justice.

Date (include month, day, and year)

Name of Your Child's Principal or Special Education Coordinator

Name of School

Street Address

City, State, Zip Code

Dear (Name of Principal or Special Education Coordinator),

I am writing to request an evaluation for my child (child's name). I am requesting this evaluation because (state what you think is your child's disability and describe the problems your child is having in school).

This letter serves as my request and consent for an evaluation of my child. Please give me the name and telephone number of the person who will be given this letter and who will coordinate the evaluation. You can send me information or call me during the day at (daytime telephone number).

I look forward to hearing from you within five school days of the date you receive this letter. Thank you for your help.

Sincerely,

Your Name

Street Address

City, State, Zip Code

Daytime telephone number
