

Instructions for Completing the Parent Request for Special Education Evaluation Letter



Follow the steps below to complete the Parent Request for Special Education Evaluation Letter:

1. Write the date you are completing and signing the letter.
2. Write the name of the principal of your child's school or the special education coordinator.
3. Write the child's school name and address.
4. Write your child's name.
5. Check all the boxes that apply to your child. If your child is having difficulty with description.
6. Sign and print your name.
7. Write the phone number and mailing address or email address you would like the school to use to contact you.
8. Make a copy of your letter for yourself. Take a picture on your phone, email it to yourself or make a photocopy. The email step protects you if your phone gets lost or deleted.
9. Deliver a copy of your letter to the school principal or district special education coordinator by one of the following ways:
 - a. Email
 - b. Fax
 - c. Hand-delivery
 - d. Mail
10. Keep a note for yourself about who you gave the letter to if you hand-deliver it. Ask the person who takes it to sign and date the bottom of your copy.

*Advocates for Basic Legal Equality, Inc. and Legal Aid of Western Ohio, Inc. are non-profit law firms serving the civil legal needs of western Ohio's low-income individuals and families. This information is not legal advice. It is general information. It is not a substitute for talking to a lawyer about your situation. You may still need help from a lawyer. *Last updated February 2021*