

Date: \_\_\_\_\_

\_\_\_\_\_  
Principal or Special Education Coordinator

\_\_\_\_\_  
School

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Dear Principal or Special Education Coordinator:

I am the parent of \_\_\_\_\_, whose date of birth is \_\_\_\_\_ . I am writing with serious concerns about the status of my child's education. As noted in my previous letter to you on \_\_\_\_\_, my child is not doing well in school, perhaps due to one or more specific disabilities that may be impairing his/her ability to perform academically.

According to California State law [Cal. Ed. Code, Secs. 56029, 56301, 56302, 56321 (a); 5 C.C.R., Sec. 3021.] the school district must initiate appropriate psycho-educational testing of my child: 1) It must provide me with an assessment plan to review and sign within 15 days of receiving my written request for a special education assessment; 2) It must present me with a completed assessment within 60 days and schedule an I.E.P. meeting to review the assessment findings.

The law states further that if the school district refuses to assess my child, I have the right to challenge the school district's refusal by filing a compliance complaint with the California Department of Education's Complaint Management and Mediation Unit. It has been \_\_\_\_ days since I submitted my written request for a special education assessment on behalf of my child. To date, I have no knowledge that the requested assessment has begun. Please contact me at your earliest convenience to discuss this matter further.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone