

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

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

\_\_\_\_\_  
School

\_\_\_\_\_  
Address

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

Dear Principal of Special Education Coordinator:

I am the parent of \_\_\_\_\_, whose date of birth is \_\_\_\_\_ . My child is not doing well in school and I am concerned about my child's educational progress. Therefore, I am writing to request an assessment for special education services for my child. I am requesting that my child be given a comprehensive assessment by the school district, and that an IEP meeting be scheduled following the completion of the assessment. I look forward to receiving a written assessment plan within 15 days. If you have any questions, please feel free to contact me using the information below. Thank you, in advance, for your cooperation and assistance with this important matter.

Sincerely,

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_