

**Date:**

**To: Special Education Director**

\_\_\_\_\_ (Name of School System)

\_\_\_\_\_  
\_\_\_\_\_ (Address of School System)\

**Re:** \_\_\_\_\_

**This letter is written to request that my \_\_\_\_\_(son/daughter)**  
\_\_\_\_\_ (student's name) **be tested for special**  
**education services. He is in the \_\_\_\_\_grade at**  
\_\_\_\_\_. (Name of school). **I a referring him for special**  
**education evaluation because** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_. (Describe the  
problem and any relevant diagnoses the student may have).

**I will sign whatever forms may be required to get secure an evaluation.**

**Please let me know when the testing will be completed:**

\_\_\_\_\_  
**Your Name**

\_\_\_\_\_  
\_\_\_\_\_  
**Your Address**