

Example Request for a Particular Assessment

Timelines are written for the State of California. Other states and Federal law are different.

Name
Address
Phone number

Date

Principal
School
Address

Re: Student's Name (Date of birth: _____)

Dear Principal:

Our (son, daughter), Student's Name, attends School Name in the ____ grade and has a current IEP. Student's Name is having problems with ____ (for example: hand writing)__. I am writing to request an assessment for ____ (occupational therapy)_____ .

We understand that we will be given an assessment plan for our review and approval within 15 days. We also understand that from the time we sign and return that assessment plan that the District has 60 days to complete the evaluation and hold an IEP meeting.

Additionally, we would like to receive a copy of all documentation at least a week before the IEP meeting so that we can review it in preparation for the meeting. This documentation should include but not be limited to assessment reports, testing protocols, present levels of performance, progress on goals with supporting work samples.

Finally, we will record the IEP meeting held as a result of this request.

Thank you for attention to this matter.

Sincerely,

Name
Mother

Name
Father

cc: _____, School Psychologist
_____, Program Specialist