

Memorandum

Delete all of the shaded instructions and the brackets (he/she) once you have added the correct information.

This is only an example. This is to make a request for an Initial Evaluation however it can be modified and used to request a Reevaluation or Additional Evaluations.

To:

From:

Date:

Re: (Student's First & Last Name), Initial Evaluation Request

CC:

I am writing to request that my (son/daughter), (Student Name), be evaluated for Special Education Services under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

(Student First Name) is in the (Grade) grade at (School Name) and I believe (he/she) has several impairments that interfere with (his/her) ability to learn.

A few of my reasons for making an Initial Evaluation Request are:

Below are a few suggestions but you need to write your own. You know your student!

Include concerns from others, i.e. doctors, counselors, therapists, etc.

Look at the What Is Known example document for additional ideas.

- (Student First Name) has been diagnosed with (Diagnosis Name)

- (Student First Name) does not achieve adequately for (his/her) age or meet the state's grade level standards when provided with learning experiences and instruction appropriate for (Student First Name)'s age in one or more of the following areas: Oral Expression, Listening Comprehension, Written Expression, Reading Comprehension, Reading Fluency, Basic Reading, Math Calculation, Math Problem Solving
- I am concerned that (Student First Name) is having difficulty staying focused and learning the materials at school. When asked to complete a chore at home, (he/she) will start but within several minutes becomes distracted and forgets.
- (Student First Name)'s counselor at (NAME) is concerned that (his/her) anxiety is impacting school performance.
- We believe (Student First Name) is struggling in school as we are spending more than an hour working on homework each night. (Student First Name) struggles in (writing, reading comprehension, math).

I truly appreciate your help in this matter and believe it is imperative for (Student First Name) to have access to Special Education Services and Related Services as soon as possible in order to address (his/her) unique educational, social and emotional needs.

If you have any questions, please call me at (Telephone Number) or you may email me at (Email Address).

Thank you.