LEMAYZING
SPED ADVOCACY

REQUEST FOR A SPECIAL EDUCATION EVALUATION

A PARENT INFORMATION GUIDE

Parents have the right to request a special education evaluation if they suspect their child may have a disability that impacts educational performance. This guide explains the process and includes a template letter you can use to make your request in writing.

WHAT IS AN EVALUATION REQUEST?

An evaluation request asks the school district to determine whether your child qualifies for special education and related services under the Individuals with Disabilities Education Act (IDEA).

WHY MAKE THE REQUEST IN WRITING?

- A written request creates documentation of your request.
- It helps establish a clear timeline for communication and decision-making.
- It ensures your concerns are formally acknowledged by the school district.

WHAT SHOULD I INCLUDE?

- Student's name, school, and grade
- A description of your concerns
- A request for a comprehensive evaluation in all areas of suspected disability
- Your contact information
- A request for written notice about next steps

THE EVALUATION PROCESS

1. **Request**
   You submit a written (or verbal) request to the school.
2. **District Response**
   The school must respond in writing and provide Prior Written Notice (PWN) about the decision.
3. **Consent for Evaluation**
   If the district agrees, you will be asked to sign consent for the evaluation.
4. **Evaluation**
   Evaluations must be conducted in all areas of suspected disability.
5. **Eligibility Determination**
   The results are discussed at an ARC meeting to determine eligibility and whether services are needed.

Parent Tip

You do not need to know your child's disability category or what tests should be administered. Simply explain your concerns and request an evaluation. The school is responsible for determining appropriate assessments in all areas of suspected disability.

IMPORTANT TO KNOW: SCHOOLS CANNOT DELAY OR DENY AN EVALUATION

Schools sometimes tell parents that a student must complete RTI, MTSS, or intervention tiers before an evaluation can be considered. While intervention data may be useful, federal law (IDEA) does not allow schools to delay or deny a special education evaluation solely because a student has not completed interventions or because additional RTI data is being collected. Parents have the right to request an evaluation at any time.

QUESTIONS?

If you have questions about the evaluation process or your rights, contact your school's special education office.

IMPORTANT: You have the right to disagree with the school's decision. If the school denies your request, you have the right to dispute that decision through mediation or a due process hearing.

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REQUEST FOR A SPECIAL EDUCATION EVALUATION

Date: _____
To: _____
School/District: _____
Address: _____

RE: Request for Special Education Evaluation

Dear _____,

I am the parent/guardian of _____, who currently attends _____ and is enrolled in _____ grade.

I am writing to formally request a comprehensive special education evaluation to determine whether my child qualifies for special education services under the Individuals with Disabilities Education Act (IDEA).

I have concerns regarding my child's educational performance and/or functional performance in the following areas:_____
_____
_____
_____
_____

I am requesting that the school district evaluate my child in all areas of suspected disability.

Please provide me with written notice regarding this request and information about the next steps in the evaluation process.

Thank you for your time and consideration.

Sincerely,

Parent/Guardian of _____

Phone Number _____
Email Address _____
Preferred Method of Contact:_____