

# SAMPLE LETTER REQUESTING AN INDEPENDENT EVALUATION

Your Address  
Your Phone Number

Date:

Principal  
Your Child's School  
Address of your child's school

Dear Principal:

I am the parent of \_\_\_\_\_, whose date of birth is \_\_\_\_\_.

I am requesting that the school district agree to pay for an independent evaluation of my child for the following reasons. [Although not required, we recommend that you tell the district why you do not think that the district's evaluation is not appropriate.]

The type of independent evaluation that is needed is: \_\_\_\_\_.  
[You can, but don't have to, tell the school district what type of educational evaluation you think is needed].

Please forward to me the criteria that the school district uses to select its evaluators for this type of evaluation. I would also appreciate a list of the evaluators that are available (although I understand that I do not have to select someone from the list to evaluate my child so long as the evaluator I select meet's the school district's criteria).

I would appreciate it if you would contact me at your earliest convenience to let me know whether the school district will pay for this independent evaluation. I understand that if the school district turns down my request, it must immediately arrange for a Special Education Hearing. If you choose to pursue a Hearing, please notify me when the school district will file a complaint with the Office of Dispute Resolution requesting that a Hearing be scheduled, and when the resolution session will be convened. ***[Note: A parent can also request that the public charter school or school district participate in a mediation session to resolve the dispute; if you mediate the dispute, and it doesn't work out, you can still have a Hearing, and you don't have to also have a resolution session].***

Thank you.

Sincerely,  
Your Name

Cc: Superintendent

**KEEP A COPY OF THIS REQUEST FOR YOUR FILE. WE RECOMMEND THAT YOU EITHER HAND-DELIVER THIS REQUEST TO YOUR PRINCIPAL OR SEND IT CERTIFIED MAIL, RETURN RECEIPT REQUESTED.**