

Request for IDEA and Section 504 Evaluations

Date: _____

To: _____

Student _____

Dear _____:

I am requesting that the school district evaluate student, _____ [insert student's name], for special services under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

I am concerned about the student for the following reasons:

Attached are records that describe some of these concerns.

Thank you for your prompt attention to my concerns. If you have any questions, please call me at _____.

Sincerely,

(Signature)

Sample Letter: Request for IDEA and 504 Evaluations

December 15, 2007

Ms. Jane Doe - Principal
ABC Elementary School
1234 5th Avenue
Anywhere, WA 00000

Identify the student

Re: John Smith, date of birth 12/28/95

Dear Ms. Doe:

Identify yourself and the reason for the letter: **Referral for evaluation**

I am writing with regard to John Smith, a student in your school. I am John's foster parent, and I believe that he has several impairments that interfere with his ability to learn. I am requesting that the school district evaluate John for special services under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Identify areas of suspected disability

I am concerned that John might need special education or services in two areas: reading, and his ability to concentrate on a task.

Give examples from personal experience of the areas where the student needs help.

With regard to reading, I have noticed on several occasions that John will not read materials when they are given to him. He later learns the contents of the materials by asking questions of others who have read them.

As for his attention problems, I have found that John has a hard time staying on task. When asked to complete a chore at home, such as taking out the trash, he will start to do it, but within several minutes he becomes distracted. When I remind him that he has a job to do, he usually gets upset and refuses to finish.

If applicable, identify others with concerns and records documenting disabilities.

John's counselor at CDF Mental Health Clinic, David Davidson, is also concerned that John does not read well and may have a disability such as Attention Deficit Disorder. I have enclosed a copy of Mr. Davidson's progress report for John.

State what you expect to happen next

I understand that you need consent to proceed with the evaluation. Please contact me as soon as possible to start this process.

Contact information

Thank you for your prompt attention to my concerns. If you have any questions, I may be reached at (555) 555-5555.

Sincerely,

George Johnson - Foster Parent