

My Family Connection
myfamilyconnection.com
charitie@myfamilyconnection.com
📧@myfamilyconnection

Assessment Request Template!

Use this template to create your email to the school whenever you suspect your child may have a disability - OR - you've received a diagnosis outside of your school and you'd like to have the school do their assessment for special education services.

I recommend that you send the email to at least 3 people at the school. I typically send it to the main teacher, the assistant principal, and if you can find the email on your school's website, the head of the special education department (or intervention). Sending this to ONE means that your email may get lost or forgotten. When you are FIRST requesting an assessment, you want to be kind. My claws don't come out unless they have to. (PS. please substitute italicized brackets for your child's name)

If you have any questions about the letter you may email me at charitie@myfamilyconnection.com.

Email subject: Formal request to have [Child's name] assessed for special education

Good morning!

I hope this email finds you well. I'm [Guardian name], [child's name and relation]. I see most of you in the morning car line! [Child name] is in [grade] in [teacher's name] class.

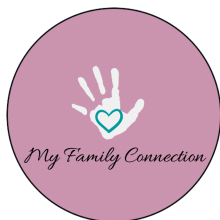
This email is to request to have an IEP meeting* to discuss my concerns over [Child name] performance in school. [Reasons you have observed why your child needs an assessment - Example: teachers pointing out inability to pay attention during class, say that they are doing a lot of talking with their friends when they should be listening, can't sit still, multiple prompts to pay attention, etc. State that these are ongoing issues that they are not growing out of. Write of behavior in the home as well that match behaviors at school.]

I'm very concerned now because [reasons you may be concerned include: not completing homework, not remembering how the teacher taught how to do the assignment. Behavior when trying to accomplish homework tasks, how long these assignments may be taking you, specifically mentioning subjects and skills that your child is having difficulty mastering, etc.]

We do have some family members with disabilities and I think we should meet to talk about having [Child's name] assessed. I have some time in my schedule next week and I can park and come in after drop off on [days you are available]. Or if that doesn't work, I can also come in on [offer another time available]. If you prefer we meet virtually, please let me know a good time and I will try to fit it in. (The best time for virtual for me is usually between [times that work for you]).

Warmest Regards,

[Your name and contact information]



My Family Connection
myfamilyconnection.com
charitie@myfamilyconnection.com
📷@myfamilyconnection

****Note where I said "IEP Meeting"? I see parents send an email like this all the time to their child's teacher ONLY. They then get brushed off or the teacher doesn't take it seriously. The term IEP meeting means that at the meeting, there must be a general ed teacher, a special ed teacher, the LEA (Local Education Agency which means someone that has the power to say yes or no -- this is typically the school's principal or assistant principal), the parent/s, and anyone else that you would like to bring (like me! lol). It also means that during the meeting you have an opportunity to discuss all of your concerns, and list what you'd like the school to help with. During the meeting (if not before), you should get a copy of something called "procedural safeguards" which is a legal requirement (many times they will tell you where to find it online - but you can ask for a printed copy) that explains your rights as a parent. AFTER the meeting, you will get something called Prior Written Notice (PWN) which is ALSO a legal requirement. It should list what your meeting was about, and whether or not the school proposes to assess your child or refuses to assess your child. Notice that the PWN also has an explanation section. What that means is if they refuse to evaluate, they should tell you IN THE MEETING and discuss options and alternatives to doing an assessment. In other words, you should have your answer before you leave the meeting.***

If they propose (agree) to assess, you should also be told this during the meeting AND be given a consent form to sign your permission to assess your child. In the PWN, make sure that it lists what areas they will be assessing so that you are all clear (eg. if you talked about speech issues and the PWN doesn't list speech, call the school to ask that they include it).

I hope this helps you. There are so many different scenarios to address and it's hard to cover them all! If you'd like me to write any of your emails for you, take a look at my services!

Charitie Carpenter

Myfamilyconnection.com
<http://www.myfamilyconnection.com>
www.instagram.com/myfamilyconnection