

## Sample Letter:

[Date]

[Name of school]

[Address of school, City, AZ, Zip code]

[Child name and date of birth]

Dear [Name of Principal / Special Education Coordinator / School Psychologist],

I, the parent/caregiver of [ *child's first and last name* ] date of birth [ *child's date of birth* ] currently enrolled in [ *child's grade* ] at [ *child's school* ], am requesting a full and individual evaluation of my child under section 300.301(b) of the Individuals with Disabilities Act (IDEA). This letter serves as written notification to [ *child's school district* ] that I, [ *parent/caregiver name* ] have concern about my child's educational [ *and/or* ] developmental progress.

[Insert description of concerning behaviors and/or suspected disability].

### Example:

*“My son is having extreme difficulty concentrating on his schoolwork, understanding assignments, and completing homework without assistance. I suspect he may have a learning disability and attention problems.”*

*“My daughter is having a great deal of trouble learning to read and write for her current grade level. I have reason to believe she may be suffering from a specific learning disability in reading or writing.”*

I understand that this letter initiates the public education agency to screen my child within 45 days and to notify me of procedures to follow-up on my child's needs within 10 days under Article 4 of the Arizona School Boards Association A.R.S. §15-761; A.R.S. §15-766; A.A.C.R7-2-401.E(4-8).

Additionally, I would like to request an **ADOS and/or an ASRS testing**, and a copy of my child's MET report after evaluations are complete within reasonable time before we meet to discuss my *son's/daughter's* results. Thank you for your prompt consideration in this matter.

If you need to reach me, please contact me at [ *telephone number* ].

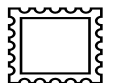
Sincerely,

[legal guardian / parent name]

## Sample Envelope:

Re: [your child's name, address]

Mr./Mrs. Administrator Name  
[Name of School]  
[X Unified School District]  
[School Address, City, AZ Zip Code]



# SCHOOL SUPPORT

for your child under the

## INDIVIDUALS WITH DISABILITIES EDUCATION ACT

**IT'S  
THE  
LAW!**

[34 CFR § 300.111(a)]

Schools must **evaluate children** suspected of a disability (Child Find),

[34 CFR § 300.101(c)]

**Free  
Appropriate  
Public  
Education**

"FAPE" is available to any child with a disability.

This is a brief summary of the laws in place.

To know more go to [sited.ed.gov/idea/](https://sited.ed.gov/idea/)

[34 CFR § 300.301(b)]

Parents may **request an evaluation** with a **written letter.**

[A.A.C. R7-2-401(D)(5)(8)]

Schools must **respond to parents concerns** within 10 school days after receiving written request.

[34 CFR § 300.304(b)(c)]

Schools must evaluate with a **variety of assessments.**

### REQUEST LETTER INSTRUCTIONS

#### 1. SUBMIT A WRITTEN LETTER TO THE SCHOOL.

Address the letter to the District Special Education Director. Cc the Special Education Program Specialist, principal, teacher or others involved with your child's education, as needed.

#### 2. RETAIN PROOF OF THE LETTER'S DELIVERY.

Consider sending the letter "return/receipt requested" from the post office. Or hand deliver and ask that your letter be date stamped and a copy of this given to you before you leave. Or fax your letter and print your "successful transmission" fax report.

#### 3. FOLLOW UP BY PHONE.

You must ensure the letter was received. Once received, the school has 10 days to reply.

#### WANT TO LEARN MORE? CHECK OUT THESE RESOURCES!

UNDERSTAND YOUR CHILD'S RIGHTS:

<https://www.understood.org/en/articles/your-childs-rights-important-terms-to-know>

UNDERSTAND EVALUATIONS:

<https://www.understood.org/en/articles/understanding-evaluations>

QUESTIONS ABOUT SCHOOL EVALUATIONS:

<https://www.understood.org/en/articles/faqs-about-evaluations-for-learning-and-thinking-differences>

RAISING SPECIAL KIDS:

<https://raisingspecialkids.org/resources/education/>