



# Request for an Individualized Education Plan (IEP) Evaluation (Parent Letter Template)

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On the next page is a letter template that you can submit to your child's school requesting an evaluation for special education services through an Individualized Education Plan (IEP). You must write or type the request and submit it to the school office. A verbal request is not enough to start the process and will often delay services being received.

Write your child's information at the top of the letter and fill in the blanks with their name. Be sure to sign and date the form.

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**RE: Request for Individualized Education Plan (IEP) Evaluation**

Name:

Address:

DOB:

Phone:

**Please forward to the school principal and district director of special education,**

We are writing to formally request the school district evaluate our child, \_\_\_\_\_, to determine their eligibility for an Individualized Education Plan (IEP). \_\_\_\_\_ has been struggling with \_\_\_\_\_ and may require additional support services to be successful in school.

It is our understanding the school district will review \_\_\_\_\_'s existing evaluation data and make a decision regarding testing within 10 school days. We also understand that an evaluation would be completed within 30 school days.

Please let this letter serve as parent consent to perform testing. Thank you for your prompt attention to our request.

Sincerely yours,

X \_\_\_\_\_

[Parent Signature]

Date: \_\_\_\_\_