Sunday, October 18, 2020

Dear Principal,

It has come to our attention that our child is struggling academically, specifically when it pertains to learning to read. Please accept this letter as a request for an evaluation for our child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This request is for an assessment in all the following areas:

* Educational
  + including Reading, Writing, Spelling, and Math, and classroom observation.
* Speech and Language
  + including Phonemic Awareness, Fluency, Comprehension, and Problem Solving, as well as any areas that are appropriate to determine the underlying causes impacting our child.)
* Occupational Therapy
* Psychological
  + including cognitive ability, i.e., Wechsler Intelligence Scale for Children (WISC, executive functioning, i.e., Behavior Rating Inventory of Executive Function (BRIEF), all administered by a Psychologist with experience in these areas.

Since my written permission is required, please forward me the appropriate paperwork to sign in the next five school days. Since the school year has begun, it is essential to start this evaluation as soon as possible and do not feel waiting to hold a meeting is necessary.

Finally, please let me know what reading programs are being used in the classroom with my child. I would like to be fully versed in understanding how the programs impact my child’s ability to learn to read.

Thank you for addressing this request immediately.

Sincerely,

c.c. Special Education Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classroom Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_