**Request for Evaluation**

Date

Name of School

Address

Phone Number

Dear (Principal’s Name),

My child, [child’s name], is in the [\_\_\_] grade at [name of school]. I am formally requesting that the school provide an evaluation [Evaluation Type(s)]. To be performed by [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_].

My child struggles with [describe your child’s area of difficulty]. He/She has been in the Response to Intervention (RTI) program since \_\_\_\_\_\_\_ and has not made adequate progress. (List the RTI level child is in 1-2-3 and the times per week, length of time provided, & by whom).

(You can also say if your doctor, teacher or other professional has recommended the evaluation).

Please contact me immediately in writing regarding this request. I may be contacted at:

Name

Address

City, State Zipcode

Thank You,

(Sign here)

Your name printed

Your phone

Your Email