

Date

School Name

(name), Principal

School address

RE: *(student's name)*

Dear *(Principal or Special Education Director)*,

I am writing in regards to my *son/daughter, student's name*, who is *(insert # years)* years old and in *teacher's name (insert grade level)* grade class, to request an initial assessment to determine eligibility for special education services according to the provisions set forth in the Individuals with Disabilities Education Act (IDEA 2004).

My *husband/wife (or appropriate person/people)* and I are quite concerned that *student's name* has a learning disability that is affecting *his/her* learning and school performance. *He/She* is a very charming, gregarious and smart little *boy/girl*, but *he/she* is struggling with *his/her* academics. I am requesting a full evaluation in all areas of suspected disability for the following reasons:

- *(student name)* is smart and capable of learning; however *he/she* is having great difficulty with *his/her* class work and homework.
  - *He/She* is able to complete class work and homework, but it takes *him/her* longer than most of *his/her* peers. *He/She* sometimes needs directions read to *him/her* so *he/she* can complete the task and at times needs redirection back to the task at hand. I have observed this in *his/her* class and at home.
  - *His/Her* MAPs scores at the first reporting period were far below the Norm Group and District Averages. *His/Her* RIT score for reading was 132 and math was 127, which are below basic. *(Teacher's name)* indicated that *his/her* performance on the current MAPs testing did not show much increase in the area of reading. Since they are in the midst of MAPs testing this week, we do not have all *his/her* test scores yet.
  - On *his/her* first trimester progress report *he/she* was working below standard or progressing toward standard in most areas. See attached copy of *his/her* first trimester progress report.
  - *He/She* is currently behind in the targeted level of reading for *him/her* to be on track to be prepared for second grade. *He/She* is currently at the 6<sup>th</sup> level, but should be at the 10/12 level to be on track. Please see attached reading comprehension sample.
  - *He/She* continues to struggle with spelling and writing. Please see attached writing samples.
  - *He/She* continues to struggle in math. *(Insert a concrete example if possible. For example, It takes him/her/her so long to complete his/her workbook pages that he/she never has time to get to his/her additional math packet. He/she has yet to complete*

*many pages of the first packet and many of his/her class members have already handed it in.)*

- *He/She* is very capable of learning, but it takes a lot more repetition, practice and processing time than his peers. This has been observed by me, my *husband/wife*, other family members, *teacher's name* and *(insert any additional school staff that may have input)*.
- In several discussions I have had with *teacher's name*, *he/she* has expressed great concern for *student's name* and *his/her* on-going struggles. *He/She* has expressed that *student's name* tries very hard during class, but *he/she* is not at grade level expectations. I know you will speak with *teacher's name* about *his/her* observations and concerns.
- We support *student's name* education by spending a lot of time on homework and extra instructional practice at home in reading, spelling, writing, and math. We spend much more time than the expected *(Insert amount of time based on grade level. Example: 20-30 minutes for a first grader)* to complete homework. We are aware of the importance of the supports we need to provide at home, including providing support and guidance to complete homework, reading at least 20 minutes every day, practicing on educational websites, incorporating reading, spelling and math practice in our everyday environment and tasks, etc. However, *student's name* continues to struggle. We will continue to provide support at home, but *student's name* needs additional support during school hours to help *him/her* be successful learning *(insert grade level)* grade content.

I thank you for the time you will take to consider the needs of *student's name* and I look forward to working with you and the school staff over the next 15 days to develop an effective assessment plan for *him/her*. I would be happy to discuss any questions you may have regarding the above or supply additional information, so please do not hesitate to contact me. You can contact me at *your phone* anytime. I am also on campus every morning, at the end of the regular school day and to volunteer at various times, so please feel free to ask me to meet at any time.

Sincerely,

*Parent name*

cc: *child's teacher and any other appropriate staff*