

REFERRAL/REQUEST FOR ASSESSMENT FOR SPECIAL EDUCATION SERVICES

DATE:

DELIVERED VIA: [Fax / Registered Mail / In person]

FROM:

[Parent/Guardian Name(s)]

[Street Address]

[City/State/Zip]

[Telephone Number]

TO:

Mr/Ms/Dr [Director of Special Education Name]

Director of Special Education

[School District Name]

[District Street Address]

[City/State/Zip]

[Telephone Number]

Mr/Ms/Dr [Principal Name]

Principal

[School Name]

[School Street Address]

[City/State/Zip]

[Telephone Number]

RE: [Child/Student Name], [Birth Date]

Dear [Director of Special Education]:

I am the parent of [Child's Name.] I am writing to make a parent referral for assessment for special education services as allowed under the Child Find obligations of the Individuals with Disabilities Act (IDEA). In the event that [s/he] does not qualify for special education services, I also request that my child be assessed under Section 504 of the Rehabilitation Act of 1973 to determine whether [s/he] should be identified as handicapped pursuant to that law and to determine what, if any, accommodations might be required in [his/her] educational program.

My child may be eligible for special education assistance due to [brief description of the problem or existing diagnoses]. This condition impacts [Child's Name]'s ability to access and benefit from free appropriate public education (FAPE) due to the issues listed below:

List or describe concerns here related to the child's suspected and/or known disabilities and adverse educational performance impact, which may include any of these, for example:

- ***academic performance***
- ***sensory needs***

- *learning challenges*
- *health impacts*
- *memory*
- *psychological processing*
- *social or behavioral differences*
- *expressive or receptive communication skills*
- *fine and gross motor skills*
- *mental health concerns*
- *other areas of concern*

I am requesting that my child be given a comprehensive assessment by the school district in all areas of suspected disability, and that an IEP meeting be scheduled. I also request that the school district's 504 Coordinator or a representative be present at the IEP meeting to discuss the results and recommendations of assessment in the event that my child does not qualify for special education services.

In addition to the typical school district evaluations, I specifically request that the school district conduct the following evaluations of my child if listed here:

[List specific evaluations requests here if you have some]

I understand that Response-to-Intervention (RTI) is now allowed under IDEA 2004 as one evaluative tool that may assist in determining the presence of specific learning disability (SLD) but that, according to the U.S. Department of Education (DOE) Office of Special Education and Programs (OSEP) memo of 1/27/2011, "it would be inconsistent with the evaluation provisions at 34 CFR Sections 300.301-300.111 for an LEA [school district] to reject a referral and delay provision of an initial evaluation on the basis that a child has not participated in an RTI framework," and that the school district has an "obligation to ensure that evaluations of children suspected of having a disability are not delayed or denied because of implementation of an RTI strategy." <http://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/osep11-07rtimemo.pdf>

If the school district asks to conduct a Student Study Team (SST) process in response to my parent referral for IDEA evaluation, I will consider such a request so that my child can receive help and intervention while the IDEA evaluations are ongoing. Understand, however, that if I give my approval for a SST, I will not and do not waive my child's right to comprehensive assessment under the district's "Child Find" mandate.

I understand that schools are required only to "consider" general education interventions before delivering special education services, and that evaluation is not services. I also understand that the school district is not required to "exhaust" general education interventions; that there is no exhaustion standard in IDEA; and that IDEA Child Find requires evaluation when there is suspected disability.

I look forward to receiving an Assessment Plan within 15 calendar days for my review and consent so that evaluations can proceed. If the district refuses to evaluate, I expect to receive Prior Written Notice (PWN) that meets the requirements of the IDEA. I look forward to evaluations being completed promptly and an IEP meeting held, at a mutually agreeable time and place, within 60 calendar days of my consent to the Assessment Plan, to discuss results and plan for my child's supported education.

Please ensure that we schedule an IEP meeting to ensure that I receive copies of all assessment reports at least 5 business days before the IEP meeting that will be scheduled to discuss them so that I will have adequate time to review and prepare any questions or parent concerns I may have for the IEP team.

Sincerely,

[signature]

]Parent/Guardian Name]

Copies to: ***[School Principal and other members of child's educational team as needed]***

Enclosed: ***[list attachments to this letter you may want to include to help the district understand child's suspected disabilities, needs, diagnoses and/or disability(ies) if known]***