Request for a special education evaluation

Use this when the school says "we don't see the problems" or "let's wait and see."

Date: _____

To: Principal and Director of Special Education, _____ School / District
From: _____ (parent/guardian of _____, grade _____)

Re: Request for a full evaluation for special education eligibility (IDEA)

I am requesting a full and individual evaluation of my child for special education and related services under the Individuals with Disabilities Education Act (IDEA), in all areas of suspected disability, including _____.

I give my consent for this evaluation to begin. Please send me the assessment plan and any consent forms right away so there is no delay.

I understand the district must respond to this written request. In California, the district must give me an assessment plan within 15 days (Cal. Ed. Code §56043(a)), and complete the assessment and hold the IEP meeting within 60 days of my signed consent (Cal. Ed. Code §56344). If my state's timeline is different, please state it in your reply.

If the district declines to evaluate, I request prior written notice explaining that decision, as required by 34 C.F.R. §300.503.

Please reply in writing. I am keeping a copy of this letter and the date I delivered it.

Sincerely,

_____

Phone: _____ Email: _____

Hand-deliver or email it and keep proof. The clock starts when the school receives it, not when they get around to it. Attach any outside diagnosis or doctor's letter you have, but a diagnosis is not required to request an evaluation.

Chase Alexander Hought, M.S., BCBA · DRAGEN LLC · chase@dragen.cloud

Request for prior written notice

Use this whenever the school changes, cuts, denies, or refuses something and won't put it in writing.

Date: _____

To: IEP team / Director of Special Education, _____ School / District
From: _____ (parent/guardian of _____, grade _____)

Re: Request for prior written notice (34 C.F.R. §300.503)

On _____, the school proposed or refused the following: _____.

I am requesting prior written notice of this decision, as required by 34 C.F.R. §300.503. The notice must describe the action proposed or refused, explain why, describe each evaluation, assessment, record, or report used as a basis for the decision, describe the other options considered and why they were rejected, and include a statement of my procedural safeguards.

Until I receive this notice, I do not consent to the change, and I ask that my child's current services continue unchanged.

Please reply in writing. I am keeping a copy of this letter and the date I delivered it.

Sincerely,

_____

Phone: _____ Email: _____

Schools often say things in meetings they would not write down. This letter makes them write it down. The "data behind the decision" they must cite is what you'll use next.

Chase Alexander Hought, M.S., BCBA · DRAGEN LLC · chase@dragen.cloud

Request for my child's education records

Use this to get the data, the progress reports, the behavior logs, and everything behind a decision.

Date: _____

To: Records custodian / Director of Special Education, _____ School / District
From: _____ (parent/guardian of _____, grade _____)

Re: Request to inspect and copy education records (FERPA; 34 C.F.R. §300.613)

I am requesting copies of all education records for my child, including: all evaluations and assessment reports; all IEPs and IEP meeting notes; all progress reports and data collection sheets for every IEP goal; behavior incident reports, restraint and seclusion reports, and discipline records; service logs showing the dates and minutes of every related service delivered (speech, OT, behavior support, aide time); and all emails and notes about my child between staff.

Under 34 C.F.R. §300.613, the district must comply without unnecessary delay and before any IEP meeting, and in no case more than 45 days after this request. In California, records must be provided within 5 business days (Cal. Ed. Code §56504).

Please tell me of any fee for copies before copying. I am also willing to inspect the records in person.

Please reply in writing. I am keeping a copy of this letter and the date I delivered it.

Sincerely,

_____

Phone: _____ Email: _____

> Ask for the service logs specifically. "20 minutes of speech a month" shows up here as minutes on a log, or doesn't show up at all. Both tell you something.

Chase Alexander Hought, M.S., BCBA · DRAGEN LLC · chase@dragen.cloud

Request for additional support (aide, behavior plan, or more service time)

Use this when your child is being restrained, suspended, sent home, or is regressing, and you need more than the current IEP gives.

Date: _____

To: IEP team / Director of Special Education, _____ School / District
From: _____ (parent/guardian of _____, grade _____)

Re: Request for an IEP meeting to add supports

I am requesting an IEP meeting within 30 days to address the following: _____.

Based on the attached (choose what you have: incident reports, my own home data, the school's own data, a doctor's or BCBA's letter), my child needs additional support to receive a free appropriate public education. I am requesting that the team consider: a functional behavior assessment and behavior intervention plan; a one-to-one aide or additional adult support; an increase in related-service minutes; and any other support the team's data shows is needed.

If the team declines any of these, I request prior written notice under 34 C.F.R. §300.503 stating the reasons and the data relied on.

If the district believes a change of placement is being considered because of behavior, I request that a manifestation determination be held as required by 34 C.F.R. §300.530(e).

Please reply in writing. I am keeping a copy of this letter and the date I delivered it.

Sincerely,

_____

Phone: _____ Email: _____

Bring your own data. Fourteen days of your DRAGENparent graph, or a written log of incidents at home, is evidence. The school's data is usually thin; yours doesn't have to be.

Chase Alexander Hought, M.S., BCBA · DRAGEN LLC · chase@dragen.cloud