

Evaluation request letter

The exact letter that starts the legal clock. Put it in writing, date it, and send it by email so you have a timestamp.

Before you send it

- ☐ Address it to the **principal** and the district's **special education director** (find both on the district website).
- ☐ Send by **email** and keep a copy; the date starts a legal timeline (federal law requires evaluation within 60 days of your consent; some states set shorter timelines).
- ☐ If the school proposes "response to intervention" first: RTI **cannot** be used to delay or deny an evaluation you've requested. If the school refuses, it must give you Prior Written Notice explaining why.

[Date]

Dear **[Principal's name]** and **[Special education director's name]**,

I am the parent of **[child's name]**, a student in **[grade]** at **[school name]**. I am writing to request a **comprehensive psychoeducational evaluation** of my child under the Individuals with Disabilities Education Act (IDEA), including assessment in all areas related to suspected disability, **including dyslexia**.

I am concerned because **[describe what you're seeing. For example: my child guesses at words instead of sounding them out, avoids reading, and struggles with spelling despite studying]**.

Please treat this letter as my formal, written request and let me know the next steps, including the consent paperwork you need from me. I understand the evaluation timeline begins when I provide consent, and I am ready to do so promptly.

I look forward to your written response within a week. Thank you for partnering with me to understand how **[child's name]** learns best.

Sincerely,

[Your name]

[Phone · email]

After you send it

Save the sent email. Follow up any conversation with a short note: "Thanks for speaking with me today; my understanding is..." Full toolkit, timelines, and what to do if the school says no: **dyslexia-institute.com/advocacy.html**