{{ requestor.name.full() }}

{{ requestor.address.address }}

{{ requestor.address.city }}, {{ requestor.address.state }} {{requestor.address.zip }}

{{ requestor.phone\_number }}

{{ format\_date(today()) }}

{{ school.recipient }}

{{ school.name }}

{{ school.address.address }}

{{ school.address.city }}, {{ school.address.state }} {{ school.address.zip}}

**Re: Requesting Special Education Evaluation for {{ student.name }}; Date of Birth: {{ student.birthdate }}**

Dear {% if school.recipient.name %}{{school.recipient.name.full() }}{% else %}To Whom it May Concern{% endif %}:

I am {% if (requestor.right\_to\_send == “Student”) %} {{

student.name}}{% else %}the {{ requestor.right\_to\_send }} of {{ student.name }}{% endif %}, {% if (student.grade != “After grade 12”) %}a {{ student.grade }} {% if (student.grade !=

“Pre-K”) and (student.grade != “Kindergarten”) and (student.grade !=

“soon-to-be”) %} grade{% endif %}{% if student.grade != “soon-to-be”

%} student at your school{% else %}student in your district{% endif %}.

{% endif %}{% if (student.grade == “After grade 12”) %}an after grade 12 student at your school {% endif %}

{{ parent\_concern }}

**I am requesting an evaluation for Special Education services for {{ student.name.first }}. This request includes required evaluations, and all evaluations in areas of suspected disability.**

{%p if ask\_specific\_evaluations %}

**I am requesting these evaluations:**

{%p for key in selected\_evaluations %}

{%p if selected\_evaluations[key] == True %}

* {{ key }}

{%p endif %}

{%p endfor %}

{%p for item in custom\_evaluations %}

* {{ item }}

{%p endfor %}

{%p endif %}

**I understand that a consent form will be given to me within five (5) school days of this request. I also understand that the evaluation will be finished within thirty (30) school days. I know that a Team meeting will take place within forty-five (45) school days of my consent to the evaluation.**

**I am requesting a copy of the evaluation reports at least two days before the Team meeting{% if requestor.language != “English” %} in English and {{ requestor.language }}. {% else %}.{% endif %}**

**{%p if requestor.language != “English” %}**

**I do not speak or read English. I had help translating this letter. Please give me copies of all paperwork, forms, and evaluations in English and {{ requestor.language }}. Also, please have a qualified interpreter fluent in {{ requestor.language }} and in English for all future meetings.**

**{%p endif %}**

**{%p if student.language != “English”%}**

**My child’s primary language is not English. My child may need the evaluations completed in {{ student.language }}.**

**{%p endif %}**

**Thank you for your attention to this matter. Please contact me at {{ requestor.phone\_number }} with any questions or concerns.**

Sincerely,

{{ requestor.signature }}

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{{ requestor.name.full() }}