{{ requestor.name.full() }}

{{ requestor.address.address }}

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

{{ requestor.preferred\_phone\_number }}

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

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

{{ school.recipient }}

{{ school.name }}

{{ school.address.address }}

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

{%p else %}

{%p if school.special\_education\_director.requestor\_knows\_name %}

{{school.special\_education\_director.title}} {{ school.special\_education\_director.name.full()}}

{%p endif %}

{%p if school.special\_education\_director.requestor\_knows\_address %}

{{ school. special\_education\_director.address.address }}

{{ school. special\_education\_director.address.city }}, {{ school. special\_education\_director.address.state }} {{ school. special\_education\_director.address.zip}}

{%p else %}

{{ requestor.address.city }} Public Schools Special Education Director

{%p endif %}

{%p endif %}

**Re: Request for Copy of Evaluation(s) for {{ student.name }}; {{ student.birthdate }}**

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

I am the {{ requestor.right\_to\_send }} of {{ student.name.full() }}. I recently consented to the following evaluations and understand that a Team meeting will be held to discuss them:

{%p for key in selected\_evaluations %}

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

* {{ key }}

{%p endif %}

{%p endfor %}

Please provide me copies of these evaluations as soon as possible. I understand that you will provide copies no later than two (2) days prior to the Team meeting.

Thank you for your attention to this matter.

Very truly yours,

{{ requestor.name.full() }}

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

{{ requestor.signature }}

{%p if school.special\_education\_director.requestor\_knows\_name %}

cc:

{{ school.special\_education\_director.name.full()}}

{%p else %}

cc:

{{ requestor.address.city }} Public Schools Special Education Director

{%p endif %}

{%p if school.special\_education\_director.requestor\_knows\_address %}

{{ school. special\_education\_director.address.address }}

{{ school. special\_education\_director.address.city }}, {{ school. special\_education\_director.address.state }} {{ school. special\_education\_director.address.zip}}

{%p endif %}