{{ 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: 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 %}, 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 %}. I am writing to request an evaluation for Special Education services for {{ student.name.first }}, including required evaluations, and evaluations in areas of suspected disability, which include:

{%p for key in selected\_evaluations %}

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

* {{ key }}

{%p endif %}

{%p endfor %}

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

I also request a copy of any evaluations 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 and had help writing this letter. Please provide copies of all paperwork, forms and evaluations to me in English as well as {{ 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”%}

In addition, my child is not fluent in English. Please conduct all evaluations of my child in {{ student.language }}.

{%p endif %}

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

Sincerely,

{{ requestor.signature }}

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

{{ requestor.name.full() }}

{%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 %}