

Date

Name

Preschool/Early Education Department

SCHOOL DISTRICT NAME

ADDRESS

**note – the best way to determine who to send this letter to is to call the school district’s main number, and ask to whom you can send a special education assessment request for a preschooler.*

Sent via fax: xxx-xxx-xxxx

RE: Special Education Assessment Request for (insert child’s name), DOB: (insert child’s date of birth)

Dear _____,

I am writing as education rights holder for (insert child’s name), who lives within the boundaries of SCHOOL DISTRICT NAME at CHILD’S ADDRESS. (note – if the child is currently in a preschool program, you can state which one, or you can simply say “CHILD is not enrolled in a preschool program at this time”)

At this time, I am formally requesting the following assessments: LIST ASSESSMENTS NECESSARY (*including a general psycho-educational if you are concerned about learning/cognition, a speech evaluation if you are worried about speech, an occupational therapy evaluation if you are worried about fine motor skills, etc.*). These evaluations are needed at this time because (*describe in detail the need for each assessment you are requesting, with as much information as possible about deficits the child is showing – for example “A speech therapy evaluation is needed at this time because CHILD only has 50 words in his vocabulary and has difficulty pronouncing most words”*).

Accordingly, please forward a proposed assessment plan **to me, at MY ADDRESS** within fifteen (15) calendar days. *Educ. Code §§ 56043(a) and 56321(a).*

If you have any further questions regarding this correspondence, please do not hesitate to contact me. I can be reached at xxx-xxx-xxxxx, or via email at xxxx@xxx.xxx.

Sincerely,

Signature

****special note****You must retain proof that the district received this letter, in either the form of a fax confirmation sheet, U.S. mail certified return receipt, or a time-stamped copy from the school.