

[Date]

[Name of Principal]
[School Address]
[City, CA Zip Code]

Sent via fax:xxx-xxx-xxxx

**RE: Special Education Assessment Request for [insert child's name],
DOB: [insert date of birth]**

Dear Mr./Ms. [insert principal's last name],

I am writing as educational rights holder for [insert child's name], who attends the [insert grade] at your school. At this time, I am formally requesting a psycho-educational assessment for [insert child's name]. The assessment is needed because [insert child's name] is currently displaying the following deficits, which may be due to an undiagnosed disability:

[insert facts that lead you to believe your child needs special education. For example: poor grades and/or behavior, issues with attention and/or memory, diagnosed conditions such as ADHD or Post Traumatic Stress Disorder, etc.]

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, do not hesitate to contact me.

Yours truly,

[insert your name]

****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.