

Guidelines for Writing an Initial or Re-evaluation Letter to the CSE

Make sure to include the following in your letter requesting an evaluation:

1. Your child's name, date of birth, grade and the name of our school
2. A specific description of your concern
3. Other evaluations – if you want your child evaluated for speech, physical or occupational therapy then you must specifically include that in your letter
4. Your address, a phone number and your signature

To Whom it May Concern,

I am the parent of Alec Solomon who is a student at PLEASED Academy. Alec is in first grade and was born _____. I am requesting that he be evaluated to find out if he is eligible for special education services as our family and his teachers have become increasingly concerned in his progress in school despite academic support in school and out of school.

Currently, Alec's teachers have shared concerns with his ability to read. He gets confused with words and is unable to remember what he reads. His memory is as if he is learning material as if it is new information. At home, when I ask him questions about what he reads, he may not remember details or he may answer with information not related to my questions. At home, I have to repeat what I want him to do more than once because he may get confused and not do what I expect him to do. This includes routines at home like getting ready for school or unpacking his bag. His teachers have expressed their concern about his understanding of what is going on throughout the school day. In math, he gets very confused when performing word problems and does not know many basic math facts. In his last report grade, he was below average in all subject areas despite being seen by a specialist and working with an outside tutor.

I would like to Alec to have a psychoeducational evaluation done as well as a speech and language evaluation to see if connected to some of his reading struggles.

Please feel free to contact us at _____

Sincerely,

Nora Witte