## SPECIAL EDUCATION Initial EVALUATION REQUEST LETTER

[Date]

VIA EMAIL:

[Name of LEA Official]

[Title]

[School System or LEA]

[Email Address]

**Re: Request for Initial Special Education Evaluation under Bulletin 1508 and the IDEA**

Dear [Name of School Official]:

I am an attorney writing on behalf of my client, [Name of Client], to request an initial special education evaluation for her child, [Name of Student] (DOB: XX/XX/XXXX), be conducted as soon as possible due to several reasons to suspect that [Name of Student] is eligible for special education services as a student with a disability. [Name of Student] is a [Grade Level]-grade student at [Name of School] in the [Name of School District or LEA].

[Name of Client] requests a comprehensive initial evaluation of her child under the Individuals with Disabilities Education Act and Louisiana Bulletin 1508. In particular, [Name of Client] suspects that [Name of Student] may qualify for special education services under the exceptionalities of [List All Suspected Exceptionalities]. This belief is based on [Describe All Areas of Concern and Provide Information Supporting the Existence of a Suspected Disability].

[Name of Client] asks that the evaluation comply with all evaluation procedures listed in Bulletin 1508 and use a variety of assessment tools and strategies to assess in all areas of concern, including cognitive capacity, academic performance, and [List All Other Areas of Desired Assessment (for example, adaptive behavior, assistive technology, attention deficit, dyslexia, communication, gross motor, independent living skills, occupational therapy, etc.)].

[Name of Client] understands that the evaluation must be completed within 60 business days from the date of signed parental consent for an evaluation. Although you may consider this letter as the parent’s consent for an evaluation, [Name of Client] will be available to sign the consent forms as soon as you provide them. Please contact me at [Contact Info] to confirm the response to this request. If [Name of School District or LEA] refuses this request for an initial special education evaluation, please provide prior written notice of this decision directly to me as soon as possible pursuant to §504 of Louisiana Bulletin 1706. Thank you for your assistance.

Sincerely,

[Requestor Name]

[Title]