## SPECIAL EDUCATION REEVALUATION REQUEST LETTER

[Date]

VIA EMAIL:

[Name of School Official]

[Title]

[School]

[Email Address]

**Re: Request for Special Education Reevaluation for [Name of Student] (D.O.B. XX/XX/XXXX)**

Dear [Name of School Official]:

I am an attorney writing on behalf of my client, [Name of Client], to request that a comprehensive special education reevaluation for her child, [Name of Student] (DOB: XX/XX/XXXX), be conducted as soon as possible pursuant to Louisiana Bulletin 1706 § 304(A)(2). Rather than a cursory reevaluation involving only a review of information and focusing solely on the issue of continued eligibility, [Name of Parent] is asking that [Name of Student] be evaluated using a variety of assessment tools and strategies to gain relevant functional, developmental, and academic information that can be used as baselines for IEP goals and including recommendations that can be used to drive IEP goals and services.

A comprehensive reevaluation with new assessments is particularly needed because [Describe waiver or deficiencies of previous reevaluation(s) and any difficulties the student is experiencing at school that could be addressed through a reevaluation]. As a result, [Name of Parent] is requesting assessments related to:

* [List all areas of assessment/need, such as the ones below]
* Assistive Technology
* Cognitive Capacity
* Academic Performance
* Adaptive Behavior
* Autism
* Attention Deficit and Hyperactivity
* Dyslexia/Processing Disorders
* Occupational Therapy
* Speech

[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]