

**REQUESTING RE-EVALUATION**  
(Be sure to keep a copy for your records)

(Date)

(Name of Director or Supervisor of Special Education)  
(Name of School)  
(Address of School)

Dear (Name of Director or Supervisor):

I am the parent of (name of student). I recently reviewed my child's assessment and I believe it is out-of-date. I request that (name of student) be re-evaluated.

Thank you for your help. I look forward to hearing from you within five school days of the date you receive this letter if you do not plan to consider my request. Otherwise, please contact me so we can arrange a time and a place to further discuss (name of student)'s re-evaluation.

Sincerely,

(Parent's name and address)

cc: (School Principal)