

REQUEST FOR SAT (Student Assistance Team) or STARS (Schools and Teachers Achieving Results for Students Team) REVIEW OF CHILD ALREADY IN SCHOOL

(Be sure to keep a copy for your records)

(Date)

(Name of Principal)

(Name of School and Address)

Dear (Name of Principal):

I am the parent of (name of student). My child is having problems with (his/her) schoolwork. (brief summary of problems – see examples below). I suspect these problems may be caused by a disability that would entitle (him/her) to special education services. I would like you to review (child's name) situation at your next School Building Level Committee meeting. I have already discussed (child's name)'s problems with (his/her) teacher(s) (name of teachers), who can provide the committee with information about (his/her) performance in the classroom.

It is my understanding that the SAT/STARS meets regularly to review student problems and to either make suggestions for solving them within the classroom, or to refer the child for an evaluation for special education services. I would like to be notified in writing within five school days whether (child's name) will be referred for SAT/STARS review and, if so, when the meeting is scheduled. I will be happy to provide any additional information which you or the committee believes necessary.

Sincerely,

(Parent's name and address)

cc: Child's teacher(s)

Examples:

1. He has a short attention span and cannot sit still. He was described as "borderline" hyperactive when he was younger. I am concerned that he has some sort of learning disability or behavior problem which is preventing him from applying himself to his schoolwork.
2. She has great difficulty with reading and writing, but can remember anything she is told and repeat it back verbally. I am concerned that she has a learning disability which is causing her to fail with her written school work.
3. He has had a very difficult time learning ever since he injured his head last year. He doctors say he may have some brain injury. His grades have gone down, despite efforts to provide extra help. I am concerned that he needs even more specialized testing to understand what is causing his problems.

