

Sample Letter – Referral for Special Education

Parents Name
Address
City, State, Zip Code
Telephone Number

Date

Director of Special Education
Name of School District
Address
City, State, Zip Code

Dear Director of Special Education:

I am the parent of _____, date of birth _____.
He/She is currently enrolled in the _____ grade at _____ school. My
child has not been doing well in school and I am concerned about his/her educational
progress. (Please explain what you child is having difficulties with – reading
comprehension, focusing, math word problems. etc.)

I am writing to make a referral for assessment for special education services for
_____. He/She may be eligible for special education services. I am requesting
that a full battery of tests be done, including a psychological exam, by the school district.
Please consider this my consent to begin testing.

I look forward to meeting with you at a CSE meeting to discuss the results of the testing.
If you have any questions, please feel free to contact me. Thank you for your cooperation
and assistance.

Sincerely,

Provided by The Learning Disabilities Association of Western New York