Date

To: (Principal)

School Name

School Address

Dear (Principal),

We are writing with regard to my child (name, date of birth), who currently attends (school name and grade). We believe that (child’s name) is in need of special education and related support services, provided by the school. Specifically, we are interested in supports and accommodations for my child’s challenges with (math, writing, staying focused in class).

We are requesting that the multidisciplinary team convene as soon as possible to address the challenges our child is currently having. We also understand that this letter starts a legal timeline for this meeting to take place, the evaluation to be completed, and final recommendations to be made. In the meantime, can you please contact us to schedule a meeting with your multidisciplinary team, as we are interested in moving forward in an expedited manner.

Thank you for your help, and we look forward to hearing from you.

Sincerely,

(Parent signature)

(Parent name, address, phone number)

Cc: Healthy Foundations Group