**Description:** Sample letter to request your child’s evaluation report before the eligibility determination meeting. This letter was prepared by the National Center Learning Disabilities (NCLD) and shared with their permission for the purpose of helping parents to support their child with learning disabilities. The NCLD’s entire IDEA Parent Guide may be accessed at <https://www.ncld.org/wp-content/uploads/2014/11/IDEA-Parent-Guide1.pdf>

**Sample Letter Requesting Evaluation Report**

Your Name

Your Street

Address

Your City and State

Your Phone Number D

Date

Evaluation Team Leader

School Name

School Address

Reference: Student’s Name

DOB: Student’s date of birth

School: Name of School and enrolled grade

Dear XXXXXXX:

Thank you for your assistance in preparing the evaluation plan for my child. I look forward to completion of the evaluation and look forward to your report.

Would you please provide a copy of the report to me as soon as it is available? This will allow me sufficient time to review the results prior to any meeting that determines my child’s eligibility for special education services.

Thank you very much for your kind assistance. I look forward to working with you and your staff.

Sincerely,

Your name

cc: include others who you think might need to know about your request.