

SAMPLE EMAIL to the school district(s) for IEP Request

Subject: Request for IEP Evaluation - [Child's Full Name] - Grade [Grade Level]

Dear [Special Education Director or Other Contact Name],

I am writing to formally request an evaluation for an **Individualized Education Program (IEP)** for my child, [Child's Full Name], who is currently enrolled in [Grade Level] at The Winston School San Antonio.

Based on observations at home and feedback from teachers, I believe that [Child's Name] may have specific learning needs that require additional support.

[Child's Name] has been experiencing challenges in the following areas:

- [Briefly describe specific academic, behavioral, or social difficulties]

I am including:

- Available records: [list any private testing or medical notes]

I request a comprehensive evaluation to determine [Child's Name]'s eligibility for special education services under the Individuals with Disabilities Education Act (IDEA). Please inform me of the next steps and any required documentation at your earliest convenience.

Thank you for your prompt attention to this matter. Please feel free to contact me via phone or email to schedule a meeting or if you require any further information.

Sincerely,

[Your Name]

[address, email, and phone number]