



# Letter Requesting an Independent Evaluation

(Be sure to keep a copy for yourself)

Date

Name of principal

Name of school

Address of school

Dear (name of principal):

I am the parent of (name of student), a student at your school. I disagree with the school's evaluation of (name of student), and I am requesting an independent evaluation.

Please send me a copy of the written criteria under which independent evaluations must be conducted and a written list of independent evaluators I can consider. I understand the school must pay for the independent evaluation unless it requests a hearing to prove that its evaluation was appropriate. I will send you the results of the evaluation. I understand it must be considered in any future decisions about my child's education.

Please send me the criteria and list or let me know within five school days of the date you receive this letter if you intend to request a due process hearing.

Thank you for your help.

Sincerely,

Your name

Your address

Your telephone number

Your e-mail address (optional)