SAMPLE LETTER #1
Request for Referral to Special Education

(Insert your name)
Home Address
and telephone number

(Insert Date)

(Insert Name of CSE Chairperson
Insert Address of School)

(Re: Insert Child's name
Date of Birth)

Dear (insert name of Chairperson):

I write to formally request that the district evaluate my son, *(insert name*) to determine his/her eligibility for special education services. My child is experiencing difficulties in school with *(briefly insert the issue*).

Please let me know when the evaluation will be scheduled to take place. **Once the evaluation is completed, kindly forward a copy to me at least two weeks before the CSE meeting, so that I have time to review the results in advance of the meeting.**

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

Sincerely,

(*insert name of parent)*