SAMPLE LETTER #2
Second Request for Evaluations

(Insert 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),

On *(date)* I forwarded a letter referring my child for an evaluation. I requested that a copy of all evaluations be provided to me at least two weeks prior to the CSE meeting.

Please be advised that the CSE meeting is scheduled to take place on *(insert date of scheduled CSE meeting)* and I have not yet received the evaluations upon which the IEP team will be relying. Kindly forward all evaluations to me by *(insert date)* so that I have sufficient time to review before the upcoming CSE meeting.

Thank you in advance for your cooperation.

Sincerely,

(Insert name of parent)