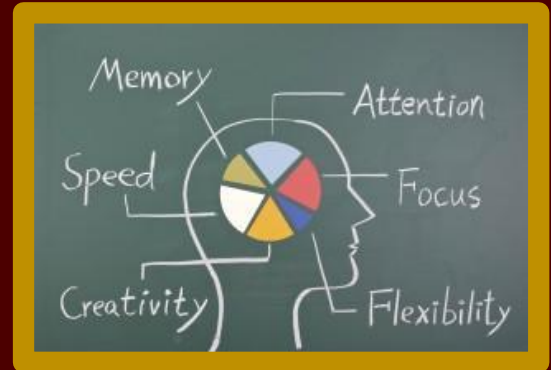


Requesting Special Education Evaluations

Special education evaluations can help determine whether a student needs special education services. If the evaluations show that a student has a disability and would benefit from services, they can help an IEP team make an education plan.

Signs a Student May Need Special Education:

- Poor grades or attendance
- Difficulty with assignments, memory, or attention
- Trouble with speech or language
- Social or emotional problems



Step-by-Step Guide for Requesting Special Education Assessments

1. Complete the form on the flyer. Include any academic or behavioral concerns and whether a doctor has already diagnosed your student with a disability.
2. Turn in the form to your school principal or special education coordinator.
3. Get proof your request was received – There are three ways to get proof you submitted the form:
 - i. Submit in person. Have the school date stamp the form, and keep a copy;
 - ii. Fax the form and keep a copy of the transmission report confirming it was received; or
 - iii. Mail by certified mail and keep the receipt.
4. Mark your calendar for 15 calendar days from when the request was received, as the school has only 15 days to either send an assessment plan or a written denial.
5. Review, sign, and return the assessment plan within 15 calendar days, and include a request for a copy of the assessment reports 5 business days before the Individualized Education Program (“IEP”) meeting. The school now has 60 calendar days to complete the assessments and hold the IEP meeting.



Neighborhood Legal Services
of Los Angeles County

For free legal help, please contact NLSLA:
NLSLAEducationTeam@nlsla.org | (888) 907-0444 |
nlsla.org/services/education-rights

All Services are Free of Charge

REQUEST FOR SPECIAL EDUCATION EVALUATION

Date: _____

District:	
Attn: Director of Special Education	
Address:	
Fax Number:	

Student's Name:	
Student's D.O.B.:	
Current School:	
ERH's Address:	
ERH's Email:	
ERH's Telephone Number:	

To Whom It May Concern:

I am the Education Rights Holder for the student named above. I am writing to request that my student be evaluated to determine if they are eligible for special education services and supports. I request that the District conduct the following evaluations of my student:

	Academic Achievement		Assistive Technology
	Psychological/Psycho-educational		Alternative/Augmentative Communication
	Speech/Language/Communication		ERICs/ERMHS
	Physical Therapy		Counseling
	Occupational Therapy		Vision
	Health		Hearing
	Functional Behavioral Assessment		Transition
	Adaptive Physical Education		Other:

I also request that my student be evaluated under Section 504 of the Rehabilitation Act for the presence of any educational service need which may require any accommodation or program modification not available under special education or if my student is not found eligible for special education.

I look forward to receiving an assessment plan in 15 days. Please ensure that I get copy of the assessment reports one week before the IEP meeting.

Sincerely,