



How do I ask for a special education evaluation?

This tip sheet provides a quick summary of how to request a special education evaluation, including who to speak to and what to say.

Make it in writing

It's important to make requests for special education evaluations in writing so you have a record of it. It can be an email or a letter and should include your child's name, age, grade, and disability, if they have one. You can also list your concerns about your child's education, such as struggles with reading, writing, or completing tasks. Lastly, state that you expect to receive a response to your request within 14 calendar days.



Sending your request

The request can be sent to your school district's special education director. They can tell you which staff member at your child's school building will provide information about next steps. Make note of when and to whom you send or give your request to.

Following up

If you do not get a response from the school within 14 calendar days, follow up with the principal to make sure they received your request and will respond in writing. There are two ways the school can respond. They can agree to the evaluation and schedule an evaluation planning meeting, or they can refuse the evaluation. If they refuse, they must give you notice in writing and let you know your rights. You have the right to disagree with the school's decision.

If you need help with what to do next, call PACER and ask to speak with an Advocate.