**[School Letterhead]**

Date

Dear Parent,

I am writing to provide you with specific information regarding an evaluation of your child for a possible special learning need. I understand that your child has been recommended as requiring an evaluation at this time, and that you are in the process of choosing an evaluator. When making the decision to have your child receive an individual evaluation to determine whether he/she has special learning needs, it is very important that you consider these facts. Please be advised that sharing information from our school with the evaluator is essential to obtaining an accurate evaluation.

All parents, whether the child is enrolled in public school or not, have the right to ask the Local Educational Agency (LEA) to evaluate their child for special learning needs. Our local LEA is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Even though you may live in another county, city, or state, your child would be evaluated by this LEA because our school is located in \_\_\_\_\_\_\_\_\_\_\_. This reflects a change since the re- authorization of IDEA 2004, the public law that governs services to children with special needs. The local LEA will consider your request for an evaluation after receiving a written request from you, as well as additional information from you and our school. If your child is determined eligible for an evaluation, one will be provided to him/her free of charge. We can provide you with more information on this process, if you desire.

You may also choose to have a private evaluator(s) work with your child. There are several ways to find a good private evaluator, and we would be happy to help you with any of them. These include:

1. Contacting your health insurance provider to see if the type of evaluation your child needs is totally or partially covered by your health insurance. If there is a list of approved evaluators, you may share it with us if you like and we will tell you if we have had experience with any of the evaluators.

2. Consider the low-cost evaluation options that are available in the Greater DC area, particularly at area children’s hospitals and teaching universities. We can provide you a list of such options.

3. Choose a fee-for-service private provider at your discretion. If you would like a list of providers that our school has found to be effective, we can provide this information to you.

You have the right to have your child evaluated by whomever you choose.

The quality of evaluations varies, as does the quality of any professional service. It is extremely important that you choose someone in whom you have confidence, so that you also will have confidence in the results that you receive. While we respect your choice to have your child evaluated by whomever you select, we will be compelled to comment on the quality of evaluations that appear to be poorly done or incomplete.

 Please consider asking your child’s pediatrician, or other knowledgeable professional, regarding an appropriate person to evaluate your child. Generally, it is best not to choose who will evaluate your child based solely on information from other parents. Some area professionals, do not necessarily enjoy the same level of respect from qualified professionals. If you need assistance with finding an appropriate evaluator, we will be glad to help you.

Also, while we will read with great interest any recommendations that are made for the education of your child, we will be able to implement only those recommendations that we feel are professionally appropriate, and which we are equipped to implement. Once we receive a copy of the complete evaluation we will discuss it in detail with you, including the recommendations we would be able to implement.

While some parents may find the prospect of pursuing an evaluation to be somewhat anxiety producing, our experience has been that careful evaluation of a student at the appropriate time is one of the best ways to ensure that a child receives an excellent education. Therefore, we appreciate your willingness to pursue this option and want to help you make the best decision possible for your child.

If you have any further questions, do not hesitate to contact us. Once you have chosen an evaluator, please let us know whom you have chosen. If you decide to have the public school evaluate your child, we can direct you to the appropriate contact. If you choose a private evaluator, please complete the enclosed “Parent Request for Exchange of Information Form” so we may provide all necessary information to the evaluator.

We would hope to hear from you in regard to your choice of an evaluator within the next two weeks, so that this process can move along in a timely fashion.

Very truly yours,

(School Principal or Principal Designate)