

SAMPLE EMAIL to district for IEP Request

Subject: Request for initial special education evaluation

Hello [District Special Education Office or Contact Name],

I am the parent of [Student Name], [DOB], who attends Shelton in the [Grade]. I am requesting a **Full Individual and Initial Evaluation (FIE)** for special education under IDEA (“Individuals with Disabilities Education Act”) to determine whether my child is a student with a disability in need of special education services.

Please send the consent forms and let me know the next steps. I am including:

- A summary of concerns: [brief bullets]
- Available records: [list any private testing or medical notes]

You may contact me at [phone] or [email]. Thank you.

Sincerely,
[Parent Name]
[Email]
[Phone]