

How to Request Special Education Services

WRITTEN REFERRAL

The first step of getting special education services is to request them from the Board of Education. The letter or email (see below) should be addressed to the Director of Special Education and the Superintendent

CONFIRMATION

After the letter or email has been sent, you want to confirm that they have received it. Confirmation can look like certified mail, email confirmation, or if hand delivered, ask for a signature

WAIT FOR A MEETING

The school district has 20 days to respond and hold a meeting to decide if a special education evaluation is needed

GETTING EVALUATED

The school district will conduct the special education evaluation and develop and IEP according to the results of the evaluation.



DRAFT EMAIL

I am writing to request that my child is evaluated for special education and related services. *Include child's name, grade, and teacher* I believe that due to their disability they require special education to make progress. *Include a paragraph to expand on concerns with specific example* I look forward to meeting with you to discuss the challenges my child is facing and their need for special education services. Feel free to contact me at *your phone number and email address*