



## **How to Request an Evaluation (for free!)**

### **1. Identify the School District to request from**

There are different ways to request an evaluation from your local school, and it depends on a few factors:

1. Is your child attending a public school? (District or charter) if so - you will request an evaluation from the special education director at your school. It should be done in writing.
2. Is your child homeschooled or on an ESA and educating at home? If so - you will request an evaluation from the Director of special education at the District your child resides in (such as Scottsdale Unified etc). You can find this information online or we can help!
3. Is your child enrolled in a private school? If it's a non-profit private school, you will request an evaluation from the Director of special education at the District the private school is in. If it's a for profit private school, you will request an evaluation from the Director of special education at the District your child resides in (such as Scottsdale Unified etc).

NOTE: If your child is enrolled in a private school, you can notify the special education coordinator at the private school that you want an evaluation, but you can also start the process completely on your own by emailing your request to the district.

Remember - the public school system is legally required under federal law to find and identify students with disabilities. This is why parents can request evaluations from districts, free of charge. It's called federal Child Find.

### **2. Document the Request in Writing**

Your request to evaluate can be a few short sentences, but it should always be done in writing via email. You can look at [this sample letter](#) for guidance. We recommend you grant consent in your request for an evaluation. This is specific terminology that "Starts the clock" on your request. Sometimes, districts can delay a parent's request by claiming they have not received consent from the parent. Putting this consent in your initial request makes it clear that you have given consent already.

### **3. Be Clear**

Clearly articulate the reasons for your evaluation request, offering specific details regarding concerns like academic challenges or behavioral issues. If your child has received a diagnosis from a doctor or another professional indicating a disability, include this information. In Arizona, the district has 15 days to schedule a “Review of Existing Data” meeting to discuss your request and look at any information you may have. It’s at this meeting a decision of whether or not to continue with an evaluation is made.

### **4. Follow up if its been 5 days**

If you have not heard back, send a follow up email in 5 days. If you can do “read receipt” on your email to show it was delivered and opened, do that as well.

As mentioned above, the school must respond within 15 school days of receiving your evaluation request. The school may either deny or approve the request. Many families are not aware a school can deny your request. If this happens, you will get a “Prior Written Notice” or a PWN sent to you that says why they denied this request. You have rights and options if they deny your request - reach out to Love Your School at [hello@loveyourschool.org](mailto:hello@loveyourschool.org) to learn more if you’re denied an initial meeting to discuss evaluation. You can also read our article here: [Evaluations: What if the School Says “No”?](#)

### **More Resources:**

[Special Education Tip-of-the-Day: Evaluations/Meetings - Arizona Center for Disability Law.](#)

[FAQs: Timelines | Arizona Department of Education](#)

[Evaluating School-Aged Children for Disability | Center for Parent Information and Resources](#)

[Requesting an evaluation](#)