



## Love Your School

### LYS Parent Guide to Requesting an Evaluation

#### Who to Submit the Request to:

To request a private educational evaluation for your homeschool, ESA, or private school student, please go to your district's website and look for the Special Education Director or The Director of Exceptional Student Services, this is whom we will send these requests to at this time.

#### How to Request an Evaluation:

Send your request for evaluation in writing. If the school calls to discuss the evaluation request, refrain from picking up the phone and have them email you to keep the discussion in writing.

#### What to Say:

Dear (insert name),

I am writing to request an educational evaluation for my child, (insert child's name), who is a student (Select one option and delete the other) being educated as a student with ESA / attending (name of Private school). This is a formal request that (child's name) be evaluated for special education services under the Child Find obligations of the Individuals with Disabilities Education Act (IDEA).

It is my understanding that according to Arizona's Department of Education, if a parent of a child suspects that their child has a disability, they can contact the local public school district where they reside and express their concerns. The school district will then initiate an evaluation process to determine the child's eligibility for special education services. I understand that the evaluation process typically involves various assessments and evaluations conducted by qualified professionals to determine if the child meets the criteria for a disability and requires special education services. The specific assessments and evaluations will vary depending on the nature of the suspected disability.

My child has been struggling with (insert detailed information about your concerns, using any supporting evidence such as test scores, teacher communications, work samples, etc. You are also welcome to add in any informal accommodations, interventions, or response to interventions tried in light of your concerns). I believe it is critical for (child's name) to be evaluated.

I would like for the evaluation to look at all the areas related to the suspected disability to determine if my child needs services, including: A full psychoeducational evaluation as well as, (insert any other evaluations you would like) \_\_\_\_\_

Thank you for your attention to this matter. I would gratefully appreciate your response in writing within 15 school days so I can help gather any needed information to proceed.

#### Want Extra Help?

Email [hello@loveyourschool.org](mailto:hello@loveyourschool.org) and we will connect you with our Parent Support Specialist.