

Dear

I am requesting that my child,
be evaluated for special education services and/or accommodations granted under
Section 504 or the Individuals with Disabilities Education Act (IDEA). I am concerned that
is having difficulty and may need special help in order to learn.

For the last years classroom teachers have noted that my child has difficulty
completing assignments, is experiencing problems with excessive impulsivity and/or is
unable to sit still and stay focused. Please note that has
diagnosed my child as having Attention-Deficit/Hyperactivity Disorder (ADHD).
is concerned that 's
ADHD is resulting in decreased alertness in the classroom and may be significantly
impacting school performance, learning, and behavior.

I would like to meet with all those who will be doing the evaluation before my child is tested
so that I may share information about with them. I understand that
the evaluation is provided at no cost to me. I also understand that I must provide written
permission for these tests to be administered and I will be happy to do so once I have
received all the appropriate forms and an explanation of the process. I will also expect a
copy of the written report generated by each evaluator so that I may review them before the
IEP or 504 planning meeting.

I look forward to hearing from you at your earliest convenience so that we may begin
preparations for the evaluation.

Sincerely,