

# Parent Information Center of Delaware



## Educational Evaluations

Is your child eligible for special education and related services?

An educational evaluation is the gathering of information necessary to evaluate your child's abilities and need in areas such as:

- Speech and language abilities*
- Emotional and social functioning*
- Potential or aptitude (intelligence)*
- Academic achievement*
- Sensory functioning (e.g., vision and hearing)*
- Vocational interests and ability*
- Motor skills*
- Functional skills*

An educational evaluation may include:

- Formal & informal tests*
- Observations*
- Surveys*
- Classroom work samples*
- Parent input*

Your child may be eligible for special education or Section 504 and related services if he/she:

- *Has a disability diagnosis*
- *Is suspected of having a disability; and*
- *Is struggling in school.*

A referral is a request to evaluate your child for the presence of a disability that prevents him from making progress in the general education curriculum without special help from the school. A referral can come from:

- *A parent*
- *Your child's teacher*
- *A community service provider, or*
- *A professional*

The school must get **informed written consent from a parent** before conducting an educational evaluation. Once received, the evaluation and meeting to determine your child's eligibility for special education and related services must take place within **45 school days or 90 calendar days**, whichever comes first.

Whether your child attends a public or charter school, it is best to request the evaluation in writing and addressed to:

- *Your child's Principal;*
- *The school's/district's special education coordinator;*
- *The Educational Diagnostician; or*
- *Your child's case manager*

**For more information visit [www.picofdel.org/events](http://www.picofdel.org/events) or call 302-999-7394**

## Sample Letter to Request an Educational Evaluation

Change areas highlighted in yellow.

Month Day, Year (Current Date)

Complete missing information and copy and paste your letter into an email or a word document

Specific Name, Title of Person (Mr. John Jones, Principal)  
School Name  
School Street Address  
City, State, Zip

Dear Mr. **xxxxx**

I am requesting that my **daughter/son xxxxx (include date of birth)** be referred for an educational evaluation because I believe **she/he** may qualify for special education services under the IDEA or Section 504.

**xxxx** is having difficulty keeping up with her/his class work and has had problems with reading ever since **xxxx** grade. Now a **xxx grader**, I am concerned that he/ she is not making measurable progress and may need more instruction and support in school.

Please, know that xxx was diagnosed with XXXXXX

Kindly, inform me as soon as possible if you have a “consent to evaluate” form that I must sign so that you may begin the evaluation.

I look forward to receiving a response to my request within the 10 school days.

Further, let me know if you have any questions or need more information from me.

Thank you,

**Your signature**  
**Your printed name**

Street Address  
City, State, Zip  
Phone number(s) with area code  
Email address

Copy:

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