

Requesting an Evaluation

The following is a sample letter taken from PDE's *Parent Guide to Special Education for the Gifted*:

Your address

Your phone number at home

Your phone number at work

Date

Principal's name

School name

School address

Dear principal's name;

I am the parent of your child's full name whose date of birth is month/day/year. Your child's first name is in the number grade in room number. I am requesting that a multidisciplinary evaluation be carried out to determine if my child is gifted. I understand that I am a member of my child's multidisciplinary team, and I wish to give input to the team. Please let me know how I can participate in this process.

I look forward to the school district providing me with a notice of my parental rights and a "Permission to Evaluate" form for me to sign. I understand that the evaluation must be completed and the Written Report provided to me within 60 days after the school district receives my signed Permission to Evaluate form.

Please contact me if you require any further information. Thank you.

Sincerely,

Your name