



Form 3 - Notice of A Special Education Evaluation

School District: _____ Date: ____/____/____

Dear _____:

On ____/____/____ we had a meeting or a discussion about a special education evaluation plan. The school district plans to evaluate:

Student/Child's Name

- to determine if he or she is eligible, or continues to be eligible, for special education services.
- to obtain additional information on a student/child already receiving special education services
- Other: _____

Enclosed you will find an Evaluation Plan (Form 2) and appropriate Parental Rights sections. Included in the Plan are the questions to be answered in order for us to determine eligibility for special education services and/or an appropriate education program. The enclosed Plan indicates:

- we have agreed to determine eligibility, or continued eligibility, for special education services by conducting new testing or by using other evaluation methods (such as a classroom observation). We must, therefore, have your written consent to begin this evaluation. **Please complete and return the enclosed "Consent for A Special Education Evaluation" (Form 3a).** If this is an initial evaluation, we have 60 calendar days from the date we receive this written consent form to complete the evaluation.
- we have agreed to determine eligibility, or continued eligibility, for special education services by reviewing existing educational records. If this is a re-determination of eligibility, you have the right to request new testing be done. We are required to give you this Notice before we begin the review of the records. If this is an initial evaluation, we have 60 days from the date we have sent you this notice to complete the record review.

OR

- We have agreed there is a need to obtain additional information through new testing or other evaluation methods. In order to complete this testing, we are asking for your written consent. (Attach documentation identifying the evaluations to be completed.) **Please complete and return the enclosed "Consent for A Special Education Evaluation" (Form 3a).**



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If you have any questions or would like to discuss this further, please contact me:

by phone at: _____

or write to me at: _____

Sincerely,

Signature: _____

Printed Name and Position: _____

Enclosures: Parental Rights in Special Education
Special Education Evaluation Plan (Form 2)