



Form 4 - Notice of An Evaluation Delay

School District: _____

Date: ____/____/____

Dear _____:

We are in the process of completing an initial comprehensive special education evaluation for:

Although we expected to complete this evaluation by ____/____/____, we find that we are unable to meet this deadline. This delay is due to the following exceptional circumstance(s):

The following is a schedule of the evaluation activities yet to be completed:

We expect that the Evaluation Report will be completed by ____/____/____.

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: _____