

DATE:

Dear [Director of Special Education and/or CSE/IEP Chairperson]:

Please consider this my formal request for initial eligibility testing for my child, _____ . Due to the following concerns [state concerns in detail], I believe special education services and supports may be warranted. I look forward to working with the District's CSE/IEP team regarding this request. If additional information is needed before the testing commences, please do not hesitate to contact me.

Thank you.