

(Substitute your information for words that are in **bold**) (Where it says 60 days from today -as is the case for Florida – you can substitute your state’s policy (once you verify your state’s rules).

School Name & Address

Today’s date

Today I am officially requesting a Child Study Team assess my child **First Name Last Name**, born **x/xx/20xx**, for a Specific Learning Disability, Dyslexia, ADHD, auditory processing, working memory, processing speed and visual processing. I also want the assessment to include evaluating my child’s reading fluency and reading comprehension.

I give the school my informed consent to evaluate my child for all these elements and others you consider appropriate. I respect the RTI/MTSS Process and request the RTI/MYSS Process continue, and the assessment be done concurrently. Attached is OSEP’s policy indicating that the RTI Process cannot be used to delay or deny an evaluation.

Florida requires a special educational evaluation be completed within 60 calendar days. Therefore, I expect to have the testing completed by 60 calendar days from today, excluding the summer holiday. I request a date stamped copy of this letter to confirm the date you received this letter. I will do everything in my power to expedite the process, to work with your team and you, and to have the appropriate help for my child. If you have any questions, you can contact me at home **xxx-xxx-xxxx** or cell **xxx-xxx-xxxx**. You can contact me by email at **myemail@gmail.com**.

Thank you for your timely consideration of this matter.

Sincerely yours,

Parent’s Name

Parent’s Address