

# SAMPLE LETTER OF REQUEST FOR REEVALUATION

---



Submit the letter by email, by certified mail, or hand deliver it to the school. Whatever way you choose, keep a copy of the letter for your records and proof of the date the DOE received the letter.

Replace **blue, bolded type** with your information

**School IEP Team or Committee on Special Education Office (CSE)\***

**Address**

Re:

**Your Child's Name, Date of Birth, School, ID or OSIS#\*\***

**Date,**

Dear **School Psychologist (or CSE Chairperson)\***,

In [**month/year**] my child, [**name of child**], was [re]evaluated in [**all areas of suspected disability, speech and language, etc.**] for [continued] eligibility to receive special education services. I have concerns about [**child's name**] progress and am writing to formally request that [**he/she/they**] be reevaluated so that the IEP team can consider appropriate programs and services.

I understand that the reevaluation must be completed and an IEP meeting scheduled within 60 calendar days of this written request and that I can expect to receive a Notice of Reevaluation Request from you within 5 school days. Thank you in advance for your quick response. I am grateful for your support.

Sincerely,

**Your Name**

**Your Address**

**Your Telephone Number**

**cc: Principal**

\*If your student attends a District 1-32 or D 75 school, address the letter to your school-based IEP team. If your child attends a Charter school, does not attend a public school, or is not in school, contact the CSE Chairperson. You can find the CSE and CSE Chairperson information for your district here (<https://on.nyc.gov/2K9KyIO>).

\*\*You can find this number on the first page of the IEP near your student's name.