

SAMPLE LETTER Child Find Request Letter

Today's Date

Your Name

Street Address

Dear Name of Principal/IEP Coordinator or Chairperson,

I am the parent of _____. _____ is in the _____ grade in _____'s class. My child has congenital heart disease, which confers an increased risk for neurodevelopmental problems, and has not been doing well in school. I believe (he/she) may need special education services. I am writing to formally request that _____ be evaluated for special education services under the Child Find obligations of the Individuals with Disabilities Education Act (IDEA).

I understand that a meeting will be scheduled to discuss my concerns. Please contact me, in writing, to let me know the time and date of the meeting. If you have any questions, please contact me at _____.

Thank you very much for your help. I look forward to hearing from you soon.

Sincerely,

Your name