

Reading Evaluation Request Letter

A ready-to-adapt letter for asking your child's school, in writing, to evaluate them for a reading disability such as dyslexia.

HOW TO USE THIS GUIDE

Putting your request in writing is one of the most important steps you can take — it creates a dated record and prompts the school to act. Use this letter as a starting point: fill in the highlighted sections, adjust the wording so it sounds like you, and keep a copy of what you send. You don't need legal language or a perfect letter. You need a clear, dated request that's on the record.

The Letter Replace every **highlighted section** with your own details.

[Date]
[Your name] · [Your phone] · [Your email]

[Principal's name], Principal
[School name]
cc: [Director of Special Education or School Psychologist, if known]

Re: Request for a full initial special education evaluation — [Child's full name], [grade], date of birth [##/##/####]

Dear [Principal's name],

I am the parent/guardian of [child's name], who is in [grade] at [school name]. I am writing to formally request a full and individual initial evaluation to determine whether [child's name] has a disability and is eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA). I am specifically concerned about [his/her] reading.

Here is what I have been seeing: [Describe specific concerns — for example, trouble sounding out or remembering letter sounds, avoiding reading, or a screening result that flagged a concern. Be specific, and include dates if you can.]

I understand the school must have my written consent before evaluating, and that the evaluation timeline begins once I give that consent. Please send me the consent-to-evaluate forms and a copy of my parental rights (the procedural safeguards) so we can begin as soon as possible, and please confirm in writing that you received this request.

You can reach me at [phone] or [email]. Thank you for your time, and for helping me support [child's name].

Sincerely,
[Your name]

BEFORE YOU SEND

» **Put it in writing and keep a copy.** Email or hand-deliver it, and ask the school to confirm they received it. A dated written request puts the process on the record.

» **The clock starts at consent, not at this letter.** Under IDEA, schools generally have 60 calendar days from the day you sign consent to finish the evaluation — but many states set their own timeline, and some count school days. Check your state's rule.

» **A screening flag is not a diagnosis.** If a reading screener flagged your child, that's a reason to evaluate — not an answer. The full evaluation is the formal next step.

» **If the school says no, it must explain in writing.** A district that declines to evaluate has to give you its reasons in writing (called "prior written notice"), and you have options if you disagree.

Sources: Individuals with Disabilities Education Act, 20 U.S.C. § 1414(a); 34 C.F.R. § 300.301. U.S. Department of Education (sites.ed.gov/idea); Center for Parent Information and Resources (parentcenterhub.org).

This guide is for general information only and is not legal advice. It's designed to help you prepare and take well-informed actions on behalf of your child. Laws, timelines, and school policies vary by state and can change, so check the current rules where you live. For help with your specific situation, consider speaking with an educational advocate or special education attorney. Stridable is not a law firm and does not provide legal representation.