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September 1, 2020

Adam Inistrator, Vice Principal
Horace Mann M.S.
1234 Van Buren St.
Colorado Springs, CO 80907

Re: Evaluation for student Tim Rent (DOB: January 1, 2010)

Dear Mr. Inistrator:

Please accept this letter as a polite demand for the school to conduct an evaluation for an individualized education plan under the IDEA and Section 504.

Timmy has been diagnosed with ADHD by his family doctor. We think he will need accommodations for classroom behavior and for organizing and completing his assignments. He is on medication and we expect him to have trouble while we work on the dosage over the next few months. Please call either one of us if you have questions or want to discuss this further. Thank you.

Sincerely yours,

Jennifer Rent

copy: Perry Rent
Douglas Howser, MD

Commented [MW1]: Whenever possible, have the letter come from both parents. Even if the family has separate households, get both parents on board with the special education goals and plan for the family.

Commented [MW2]: You can never have too many phone numbers at which the school can reach you. It makes it easier for the administrator and it makes it hard to claim "I called and no one answered."

Commented [MW3]: Just because we suggest you do all your correspondence in writing does not mean you cannot, on occasion, use e-mail, especially for firming up details.

Commented [MW4]: Always address the letter to a specific person. A letter needs to sit on someone's desk to be most effective.

Commented [MW5]: "Demand" is probably a necessary word. There is a Colorado judge who found a "request" was not a "demand," and therefore ineffective for a legal purpose.

Commented [MW6]: Do not limit the demand for an evaluation to any specific type. You can end up drawing out the whole process.

Commented [MW7]: Give a short explanation of why you believe the evaluation is necessary.

Commented [MW8]: This is a parent who knows what she wants and has asked for it directly.

Commented [MW9]: This kind of disclosure anticipates what is coming and brings the administrator into the fold as someone this parent trusts to help educate and raise her child. Whether the trouble is discipline, lost assignments or depression, or something else, the parent is giving the administrator information that will help everyone. Leaving it vague and open invites the administrator to discuss your concerns further with you and keeps the letter short.

Commented [MW10]: Again, project unity, especially in families that are in two households.

Commented [MW11]: Copying the doctor has two purposes: letting the school know the doctor is supportive (or even recommended the evaluation) and keeping the doctor informed of your efforts. Doctors want to help their patients and keeping them involved in a way that respects the doctors' time is very important.

Commented [MW12]: Short and sweet letter. NEVER more than one page or one subject. Sign the original and keep a copy of the signed original in your file.