Special Education Evaluation for [STUDENT NAME]

Dear [PARENT/GUARDIAN NAME(S)],

I hope this message finds you well. I am writing to inform you that I will be conducting an evaluation for [STUDENT NAME] as part of [his/her/their] [initial evaluation/re-evaluation/special request evaluation] for special education services.

An email has been sent to you via **AdobeSign** that includes your Consent for Evaluation, Notice of Proposal to Evaluate, Receipt of Procedural Safeguards, and an Overview of Special Education, as well as a Parent Input Form. I will be able to begin the evaluation upon receipt of these forms. The Parent Input Form will provide valuable information about [STUDENT NAME]'s development, strengths, and areas where [he/she/they] may benefit from additional support. Your insights as [his/her/their] parent(s) are an essential part of understanding the whole child.

I welcome the opportunity to speak with you to answer any questions you may have about the evaluation process, the assessments being used, or any concerns you might wish to share. Please feel free to contact me via email with any questions, or to schedule a time to meet in person or virtually—whichever works best for you.

Once the evaluation is complete, I will reach out to you to schedule a time to review the results together and discuss the findings in detail. Thank you for your partnership in supporting [STUDENT NAME]'s educational journey. Please don't hesitate to contact me if you have any questions or need any assistance.

Warm Regards,