

Sample Letter to the Committee on Special Education (CSE)

Date:

To: Chairperson of the CSE

From: Mr. and Mrs. B.

Re: Timothy B.

Dear _____

My child, Timothy B., was recently evaluated by Dr. Monastra, a licensed psychologist. Based on an extensive review of medical, developmental, academic, and social histories; evaluation of behavioral ratings provided by us and Timothy's teachers; and psychological assessment of Timothy's attention, Dr. Monastra diagnosed our child with attention-deficit/hyperactivity disorder (ADHD). A copy of Dr. Monastra's report is included with this letter in support of the diagnosis.

As required by federal and state law, we are requesting an evaluation by our school district's Committee on Special Education Services. It is our understanding that because our child has been diagnosed with ADHD, testing for specific learning disabilities and a functional assessment to determine the ways that our son's ADHD is interfering with school performance are required. We are requesting that both be conducted so that an Individualized Education Plan (IEP) or a 504 Accommodation Plan can be developed, depending on my child's needs. A copy of a Functional Assessment Checklist for Teachers (FACT) is included to aid in the evaluation process.

Thank you for your prompt attention to this request.

Sincerely,

Mr. and Mrs. B.

© Vincent J. Monastra, PhD