

SAMPLE LETTER OF REQUEST FOR INDEPENDENT EDUCATION EVALUATION



Submit the letter by email or by certified mail. Keep a copy of the letter for your records and proof of the date that the NYC Department of Education (NYCDOE) received the letter.

Replace **blue, bolded type** with your information

School IEP Team or Committee on Special Education Office (CSE)*

Address

Re:

Your Child's Name, Date of Birth, School, ID or OSIS#**

Date

Dear [School Psychologist (or CSE Chairperson)*],

On [**date**] my child, [**name of child**] was [re]evaluated in [**insert type of assessments (e.g. all areas of suspected disability/speech and language)**] for eligibility to receive special education services. After discussing and reviewing the evaluation report, I do not believe that the results accurately reflect [child's name] abilities. Therefore, I am requesting an Independent Education Evaluation at the DOE's expense as I am entitled to by state and federal law.

Please send me a copy of the DOE's guidelines and process for obtaining an Assessment Authorization, so that we can timely move forward with next steps in a timely manner and an IEE can be completed. Thank you in advance for your quick response. I am grateful for your support.

Sincerely,

Your Name

Your Address

Your Telephone Number

Cc: [**Principal**]

*If your student attends a District 1-32 or District 75 school, address the letter to your school-based IEP team. If your child attends a charter school, does not attend a public school, or is not in school, contact the CSE Chairperson. You can find the CSE and CSE Chairperson information for your district here: <https://on.nyc.gov/2yEFK23>.

**You can find this number on the first page of the IEP near your student's name.