

Memorandum

To:

From:

Date:

Re: (Student's First & Last Name), Initial Evaluation Request

I am writing to request that my student, (Student Name), be evaluated for Special Education Services under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

(Student First Name) is in the (Grade) grade at (School Name) and I am concerned about the student for some of the following reasons:

- (Student First Name) has been diagnosed with (Diagnosis Name).
- (Student First Name) does not achieve adequately for (his/her) age or meet the state's grade level standards when provided with learning experiences and instruction appropriate for (Student First Name)'s age.
- I am concerned that (Student First Name) is having difficulty staying focused and learning the materials at school.
- (Student First Name)'s counselor at (NAME) is concerned that (his/her) anxiety is impacting school performance.
- We believe (Student First Name) is struggling in school as we are spending more than an hour working on homework each night.

Thank you for your prompt attention to my concerns. Please contact me if you have any questions.