

**Sample Letter Requesting Evaluation For Eligibility  
For Special Education Services**

Jane Smith  
500 Oak Lane  
Centerville, IL 60010  
(899) 555-1234

November 20, 2002

George Williams, Principal  
Grove Middle School  
1000 Main Street  
Middleburg, IL 60010

Reference: Michael K. Smith  
DOB: 01/02/90  
School: Grove Middle School

Dear Mr. Williams,

I am writing to ask that my son, Michael Smith, be considered for special education services that will teach him how to read. He is in the sixth grade at Grove Middle School.

A brief summary of Michael's educational history follows: Michael was retained in first grade because the teacher felt his problems with reading would improve when he got older. When I asked for special help for Michael, this was denied.

In fourth grade, Michael could not read the labels on cans and boxes at the grocery store. I asked that he receive special education services. He was found eligible and received some services. Although I told your staff that Michael could not read, they said he did not qualify for reading remediation. The special education staff decided to wait to see if his problems improved by the end of the school year. His problems did not improve. I arranged for private tutoring. Michael is now in sixth grade and cannot read labels at the grocery store.

When I met with his teacher last week, I was told that Michael does not read well enough to pass the new state tests. Mr. Underwood explained that Michael's reading skills are at the 2<sup>nd</sup> to 3<sup>rd</sup> grade level. He is aware of the severity of Michael's reading problems and is doing all that he can. He suggested that I contact you.

When I first wrote to Mr. Underwood, I told him that in the first and second grades, Michael was happy and energetic. Now he seems sad, depressed, and tells us that several children tease him because he cannot read. He does not want to go to school.

I am afraid that I am losing my child.

Michael needs our help. If you need more information about my request for more reading help for Michael, please call me at home (555-1234) or at work (555-9876). I appreciate your prompt attention to this problem.

Sincerely,

Jane Smith