

SAMPLE LETTER TO CSE REQUESTING A RE-EVALUATION

Include

Your Address

Your Phone Number

Date

School

Child's OSIS Number (If you know it)

Sample Body of Letter

I am the parent of _____, whose date of birth is _____. In order to better understand my child's disability, measure the progress that he/she made in his/her current program and the type and amount of services currently needed, I am requesting that my child be re-evaluated. (You may add some specific information about your current concerns here if you wish)

I'd like to know when the testing will be held and whether any meetings will be scheduled so that I can attend. Please contact me as soon as possible. The best way to reach me is _____. Thank you for your time.

Sincerely,
Your Name

KEEP A COPY OF THIS LETTER FOR YOUR RECORDS.

**CSE ADDRESS
CSE 7
715 OCEAN TERRACE
BUILDING A, 2ND FLOOR
STTN: CHARTER SCHOOL TEA.
STATEN ISLAND, NY 10301**

Remember that your school district (The Committee on Special Education) must re-evaluate your child every three years (unless you agree otherwise), when the school thinks a re-evaluation is needed, or when a parent or teacher requests a re-evaluation. You can request additional re-evaluations, but the school district is only required to conduct a maximum of one re-evaluation each year.

Feel free to contact me with any questions

Mrs. Peterford TPeterford@lavelleprep.org

