

Evaluation Request Checklist

A practical tool for requesting and preparing for a special education evaluation

Before you write

- List the concerns using specific examples.
- Identify all suspected areas: academic, communication, behavior, attention, social-emotional, motor, adaptive, sensory, health, or other areas.
- Gather report cards, progress data, work samples, attendance information, intervention records, and outside reports.
- Note strategies already tried and the student's response.

Include in the written request

- Student name, grade, school, and date.
- A clear statement that you are requesting a comprehensive special education evaluation.
- The reasons for the request and suspected areas of need.
- A request for the school's evaluation process, consent form, and applicable timelines.
- Your contact information and preferred communication method.

Tracking

Date submitted	
Submitted to	
Method	
Response due or received	

Keep a copy and proof of delivery. Avoid diagnosing the student yourself; describe observable concerns and ask the team to assess all suspected areas.

Important: This educational resource provides general information and is not legal advice or legal representation. Special education procedures and timelines may vary by state. Review your state safeguards and consult a qualified professional about your circumstances.

Primary reference: Individuals with Disabilities Education Act regulations, 34 CFR Part 300, and U.S. Department of Education IDEA resources at sites.ed.gov/idea.