

Accommodation application request

Dear Mr./Ms. [name):

I would like to request an evaluation of my son/daughter for his/her eligibility for special education accommodations. He/she is in the [grade level and name of current teacher]. I am concerned that he/she is not progressing well in school and that he/she may need some special help to learn.

Please note that Dr. John Flett a Specialist Paediatrician, specialising neurodevelopment, has recently evaluated and diagnosed my child as having Attention-Deficit Hyperactivity Disorder. During the last two years, his/her classroom teachers have noted that he/she has substantial problems completing assignments, issues with excessive motor behaviour, and impulsivity. Because Dr Flett was concerned that his/her ADHD resulted in decreased alertness and impairment in school performance and learning, he/she urged us to pursue these school-based evaluations to get my son/daughter the help he/she needs.

I understand that an evaluation may need to be conducted to determine the type of accommodation. My reasons for requesting an assessment for accommodations are [keep this paragraph short, but give one or two reasons for your concern about your child).

I would appreciate meeting with each person who will be evaluating to share information about (child's name) with him/her. I will also enjoy a copy of the accommodation my child will be receiving.

Please contact me at your earliest convenience so that we may begin the next steps towards planning an accommodation evaluation.

Yours Sincerely,

Parent name