

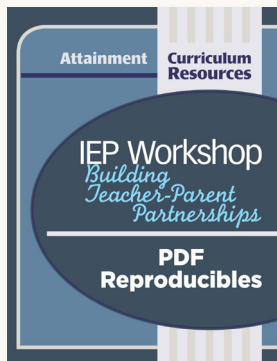
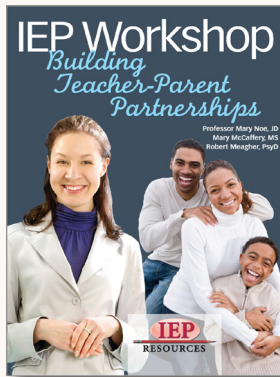
Attainment

**Curriculum
Resources**

IEP Workshop
*Building
Teacher-Parent
Partnerships*

**PDF
Reproducibles**

Attainment Curriculum Resources



IEP Workshop

Sample correspondence letters and IEP forms

Sample Letters:

- Evaluation request letter
- Independent evaluation request
- Student record request
- School's final notice of recommendation
- Letter to provide special education director with parent's private evaluations
- Letter requesting a meeting with the school psychologist
- Request for new psycho-educational evaluation

IEP Forms:

- Psycho-educational evaluation
- Education assessment
- Child behavior checklist for ages 6–18
- Social history
- Private evaluation
- Sample speech and language assessment report
- Observation (for initial evaluation)
- Parent evaluation checklist
- Parent evaluation keys checklist



Sample Evaluation Request Letter

Your Name

Your Address

Date

Special Education Director

School District

School Address

Re: Student

Dear Director,

I suspect that my child may have a disability. Please evaluate him/her to determine if he/she needs special education programs or services.

Your Name

cc: Principal

Sample letter requesting an evaluation. There can be no request for services without an evaluation by the school district. Nothing happens without an evaluation by the school district.

A parent/guardian must give written consent before a child can be evaluated.

Sample Independent Evaluation Request

Your Name

Your Address

Date

Special Education Director

School District

School Address

Re: Student

Dear Director,

I am requesting Independent Educational Evaluations at the school district's expense. I believe the school's evaluations are inaccurate and do not represent my child's strengths and weaknesses as I previously reviewed them with you.

Your Name

cc: Principal

Sample letter requesting independent educational evaluations
when a parent finds the school's evaluations inadequate.

Refer to the law section regarding the district's responsibility to pay for IEE.

Sample Student Record Request

Your Name

Your Address

Date

Special Education Director

School District

School Address

Re: Student

Dear Director,

I am requesting copies of my child's complete educational records for the years 2010–2011.
Please advise if there is any charge for the records.

Your Name

cc: Principal

Sample letter requesting copies of student's educational records.

School's Final Notice of Recommendation

Dear Parent/Guardian,

On May 22, 2011, the Special Education Committee conducted a meeting to discuss the educational needs of your child.

You were invited to attend that meeting. As a result of that meeting the Special Education Committee made the following final recommendation:

Classification: *Other Health Impaired*

Program: *Team Teaching*

Related Services: *Group Counseling 1:30:3*
Occupational Therapy

School: _____

Attached find the IEP upon which the recommendation is based and other programs are considered.

If you agree with the recommendation and wish to begin immediately, sign the bottom form and return it.

Should you wish to discuss this final recommendation further, please call.

I HAVE RECEIVED THE FORM AND UNDERSTAND THE IEP RECOMMENDATIONS.

Child's Name: _____

Date of Birth: _____

School: _____

Parent's Signature: _____

Sample Form of School's Final Notice of Recommendation to Parent/Guardian.

Sample Letter to Provide Special Education Director with Parent's Private Evaluations

Your Name

Your Address

Date

Special Education Director

School District

School Address

Re: Student

Dear Director,

I am enclosing my child's evaluations from our neurologist and our psychologist. I will be referring to these reports at our IEP meeting.

Your Name

cc: Principal

Sample letter informing school of parent's reports to be used at IEP meeting.

Sample Letter Requesting a Meeting with the School Psychologist

Your Name

Your Address

Date

School District Special Education Chairperson

School Address

Re: Student

Dear Director,

I am requesting a meeting with the School Psychologist to discuss some of the inaccuracies in the psycho-educational evaluation.

Your Name

cc: Principal

Sample letter requesting a meeting to discuss inaccuracies in
psycho-educational evaluation.

Sample Request for New P-Evaluation

Your Name

Your Address

Date

School District Special Education Chairperson

School Address

I met with the School Psychologist and discussed some of the inaccuracies in the psycho-educational evaluation of my child. I am requesting a new psycho-educational evaluation because of the inaccuracies.

Your Name

cc: Principal

Sample letter requesting school perform a new
psycho-educational evaluation

Psycho-Educational Evaluation

For Educational Purposes Only

Name:

Date of Birth:

Date of Evaluation:

School:

Grade:

Type of Evaluation:

Tests Administered:

Reason for Referral:

Background Information:

Psycho-Educational Evaluation (2)

Behavioral Observations:

Cognitive Assessment:

Education Assessment:

Wechsler Individual Achievement Test-Second Edition

Reading	Standard Score	Percentile	Range	Grade Equivalent
Word Reading				
Comprehension				
Mathematics				
Math Reasoning				
Written Language				
Spelling				
Area Scores				
Reading				
Mathematics				

Social/Emotional:

Child Behavior Checklist for Ages 6–18

Internalizing	T Scores	Percentile	Range
Anxious/Depressed			
Withdrawn/Depressed			
Somatic Complaints			
*Social Problems			
*Thought Problems			
*Attention Problems			
Externalizing			
Rule-Breaking Behavior			
Aggressive Behavior			
Competence			
Activities			
Social			
DSM			
Affective Problems			
Anxiety Problems			
Somatic Problems			
ADHD Problems			
Oppositional Defiant Problems			
Conduct Problems			
Summary			
Internalizing Problems			
Externalizing Problems			
Total Problems			

*These scales are not part of the Internalizing and Externalizing area scores, but are included in the Total Problem area scores.

Child Behavior Checklist for Ages 6–18 (2)

Summary:

Recommendations:

Name of Evaluator:

Social History

Name:

Address:

Phone Number:

School:

Grade:

Parent:

Clinician:

Date:

Reason For Referral:

School History:

Social History (2)

Developmental History:

Health:

Student's Social/Emotional Functioning:

Family:

Parental Expectations of Special Education Team:

Summary:

Private Evaluation

Compare to School's Evaluation

Telephone:

Mailing Address:

Name: Student

School:

D.O.B.:

Parents:

Age:

Address:

Grade:

Psychological Evaluation:

Tests Administered:

Reason for Referral:

Brief Background:

Private Evaluation (2)

Test Behavior:

Summary of Test Results:

Wechsler Intelligence Scale

Verbal Comprehension Index		
Perceptual Reasoning Index		
Working Memory Index		
Processing Speed index		
Full Scale IQ		

Verbal Comprehension SS			<input checked="" type="checkbox"/> Perceptual Reasoning SS		
Similarities					
Vocabulary					
Comprehension					
(Information)					
(Word Reasoning)					

Private Evaluation (3)

Working Memory			Perceptual Speed		
Digit Span					
Letter Number					
(Arithmetic)					

Wide Range Achievement Test—Revised			
	SS	%	Grade
Reading			
Spelling			
Arithmetic			

Bender .Gestalt	
Ravens Progressive Matrices	
Spache Reading Inventory	
Boston Naming Test	
Peabody Picture Vocabulary Test Age 7-0	

Private Evaluation (4)

Gallistel Ellis Test of Coding Skills:

Detroit Test of Learning Aptitudes:

Beery Buktenica Developmental Test:

Token Test Part IV Part V (Average 495-505)

Wepman:

Key Math		
Basic Concepts		
Operations		
Applications		

Illinois Test of Psycholinguistic Abilities:

Private Evaluation (p. 5)

Interpretation of Test Results:

Cognitive Functioning

Private Evaluation (p. 6)

Educational Achievement Reading Readiness:

Arithmetic:

Emotional Functioning:

Summary:

Sample Speech and Language Assessment Report

Sample To Be Used for Educational Purposes Only

Name:

Date of Birth:

Date of Evaluation:

Examiner's Name:

Reason For Referral:

Observations:

Test Administered:

Results:

CELF:

Sample Speech and Language Assessment Report (2)

Summary:

Sample Speech and Language Assessment Report (3)

Recommendations:

Observation

Only Necessary On An Initial Evaluation

Compare to your own observations at home

Student's Name: _____ School: _____

Age: _____ Program: _____

Date of Observation: _____ Observer's Name: _____

Setting:

No. of Students _____ No. of Adults _____

Where is student seated _____

Subject observed _____

General Description of Student:

Grooming: ___ well ___ adequate ___ poor

Dress: ___ well ___ casual ___ poor

Interaction with Teacher:

___ respectful ___ compliant ___ quiet ___ fearful

___ indifferent ___ intrusive ___ defiant

___ belligerent ___ abusive ___ initiates interaction

___ responds when teacher initiates interaction

Interaction with Classmates:

___ cooperative ___ quiet ___ withdraw ___ isolated

___ intrusive ___ domineering ___ bothers, distracts

___ abusive ___ initiates interaction

___ responds when peer initiates interaction

Comments _____

Observation (2)

Attention Span:

good average inattentive

self-absorbed attentive only when teacher attends to student

Does student respond to teacher's attempt to refocus?

Yes No inconsistent quickly

after repeated requests

Comments _____

Class Participation:

Does student follow lesson plan? Yes No

Student answers questions: spontaneously when called on
 refuses to do so

Comments _____

Does student do assigned work? Yes No

Student has: pen/pencil notebook book

Disruptive, Inappropriate, Unusual Behavior:

calls out out of seat talks to peers

talks to self laughs and giggles to self

destruction of property physical aggression to peers

physical aggression to teacher hyperactive

facial grimaces

Other Behaviors _____

Overall Impressions:

Parent Evaluation Checklist

After reading your child's evaluations, answer the following questions:

- Do the evaluations accurately reflect your child's strengths and weaknesses?
- Do the evaluations contain accurate information?
- Compare the evaluations to your child's report cards and class work. Are they similar or different?
- Are all the evaluations consistent with each other, or are there discrepancies?

If the answer is NO to any of the above questions then:

1. Highlight the discrepancies and list the reasons why you think they are wrong.
2. Contact the Special Education Supervisor to review the discrepancies.
3. Request new or additional evaluations.
4. Arrange for your own private evaluations.
5. Ask for independent evaluations at the school district's expense.*

*See The Law

Parent Evaluation Keys Checklist

- Keep your portfolio in chronological order with the current information on top
- Have you dated your observations at home?
- Do you have all of your child's medical records?
- Do you have all of your child's report cards and school records?
- Have you reviewed the school's evaluations and asked for clarification from the school?
- Have you highlighted any incorrect statements or discrepancies on the evaluations?