

# Sample Letter Requesting a Assistive Technology Evaluation

(Be sure to keep a copy for yourself)

Parent's name  
(Address)  
(Phone number)

(Date)

Principal's name

Special Education Director's name  
(Address)

Superintendent's name  
(Address)

Dear Educators and Administrators,

We are the parents of (Student's name), who attends (School's name) and is in the (Student's grade level). I have concerns about (his/her) education, including (list concerns, for example: written expression, communication, mobility).

To address our concerns we are requesting that an assistive technology assessment be conducted as soon as possible and that it includes:

- What needs could be met with assistive technology for (name of student)?
- What assistive technology devices might be helpful for (name of student)?
- What physical or occupational therapy services are needed by (name of student) to access technology?

Thank you in advance for your collaborative efforts to provide our (Daughter/Son) with an appropriate and quality education. We look forward to hearing from you and working with you and your staff to ensure a successful educational experience for (Student's name).

Sincerely,

(Parents name)