

***(Substitute your information for words in bold)***

***(Where it says 60 school days from today [as is the case for Florida] you can substitute for 60 calendar days from today [once you verify your state's rules] )***

**School Name**

**Address**

**Today's Date**

Dear Child Study Team:

Today I am officially requesting a Child Study Team assess my child **First Name Last Name**, born **x/xx/200x**, for a Learning Disability and ADHD.

I give the school my informed consent to evaluate my child for a Learning Disability and ADHD on this date – **Today's Date**.

I respect the RTI Process and request the RTI Process continue and the Learning Disabilities and ADHD assessment be done concurrently.

Federal Statute requires educational testing be completed within 60 school days. Therefore I expect to have the testing completed by **60 school days from today**.

I request a date stamped copy of this letter to confirm the date you received this letter.

I will do everything in my power to expedite the process, to work with your team and you, and to have the appropriate help for my child.

If you have any questions you can contact me at

Home **xxx-xxx-xxxx**

Cell **yyy-yyy-yyyy**

E-mail also works. You can contact me by e-mail at **myemail@gmail.com**

Thank you for your timely consideration of this matter.

Sincerely yours,

**Parents Name**

**Parent's Address**