<Parent Name>

<Parent Address>

RE: Full and Individual Evaluation for <Student>

Dear <Parent Name>,

It is my understanding that you have requested a Full and Individual Evaluation or FIE for your child. Your request indicates that you feel testing is needed to determine if your child has a disability in accordance with the Individual with Disabilities Education Act (IDEA).

This memo is to notify of the district’s intention to be in compliance with §89.1011(b) the school district must, no later than the 15th school day after the date the district receives the request:

1. provide the parent with prior written notice of its proposal to conduct an evaluation consistent with 34 Code of Federal Regulations (CFR), §300.503; or
2. provide the parent with prior written notice of its refusal to conduct an evaluation consistent with 34 CFR, §300.503

The school staff will review your child’s progress, educational history, discipline records, testing scores and any additional data they deem appropriate to make an informed decision in granting or denying your request for a Full and Individual Evaluation. Again, you will be contacted within 15 school days following the date that I received your written request to evaluate your child.

The Deer Park Independent School District is committed to providing excellence in education for all students.

Sincerely,

<Principal>