



Sample Letter

Please note: It is very important that all correspondence be dated and that you keep a copy for your records.

SAMPLE LETTER FOR A PHYSICIAN MAKING A RECOMMENDATION THAT A CHILD BE FOUND ELIGIBLE FOR SPECIAL EDUCATION OR PROVIDING RECOMMENDATIONS FOR THE CHILD'S SPECIAL EDUCATION AND RELATED SERVICES

NOTE: Letter to be sent to the parents who will then enclose a copy with a cover letter from them to the Case Manager, Special Education Director or Principal

[Date]

Dear-----

[Name of child] is my patient. I have made a diagnosis [or concur with the diagnosis made by ___ [name of other evaluator]] of [provide the full name of the disability or health condition]. Given his/her disability, it is my professional judgment that, in order for [name of child] to receive a free appropriate public education, he/she requires special education identification and [specify program components].

Note: Include the following paragraph if appropriate: I have administered [name of test[s] or evaluation components] and/or have reviewed the tests or evaluations or written observation reports of [name of evaluator] or behavior rating forms completed by [name of child]'s parents and/or teachers in order to reach my conclusions.

I am aware that, in order to be determined eligible for special education services, a child must have a disability and that disability must adversely his/her education. My assessment of [name of child] meets the requirement that a child who has, or is suspected of having [identify which of the following disability categories reflects the child's diagnosis/disability: autism, orthopedic impairment, other health impairment or traumatic brain injury] be provided with a "health assessment" by a "professional licensed to provide a health assessment" as part of the evaluation to determine eligibility and identify the child's educational needs.

I appreciate this opportunity to provide you with information to assist you in providing [name of child], with the special education and related services he/she needs.

Very truly yours,

[Name of MD]

This document is provided for informational purposes only; it does not, nor is it intended to, constitute legal advice. For more information on the special education process, and upcoming workshop opportunities, please visit our website at www.nhspecial.ed.org. Be sure to read our brochure, "Steps in the NH Special Education Process".