April 6, 2019

Principal & Teacher’s Names

Their Email Address

I am [insert your name here] mother of [Child’s name here].

I am concerned about the following behaviors I am seeing my child exhibit:

Inability to focus

Not understanding what he is learning about

Avoidance of anything challenging

More signatures in his daily folder

I think these may be symptoms of a bigger problem. I would like you to evaluate my child for disabilities and to see if he qualifies for Special Education Services.

You may reach me at my email [your email here] or via phone [your phone number here].

Regards,