

## Example Letter:

Date

Dear (name of Special Education Director):

Please accept this letter as my official request for you to evaluate my child, (name of child), for special education services. (name of child) has been diagnosed with the following conditions and (explain why you feel your child needs special services). These behaviors are caused by his/her condition and are definitely interfering with his/her educational progress. This is evidenced by the fact that (he/she has repeated one or two grades, has been suspended more than 10 days this year or whatever needs to be explained so that the District knows why you believe your child needs special services).

Please contact me within five days so that I can arrange to meet with you and provide you with any other needed information and sign permission for the evaluation to begin. I understand that the evaluation should be completed within 60 days after I sign permission for evaluation. My contact information is below.

Thank you,

Parents Name and Address

CC: Education Team, Disability Rights Mississippi

To make wise decisions about your child's special education services, you need accurate information about the child's disability, strengths, weaknesses, and needs. This information is available from tests and evaluations of your child.



Other Education related brochures available from DRMS:

- **IEP Checklist** (a guide on the Individualized Education Program)
- **Section 504**

These are made available at outreach events or you may call the office to request to have

DRMS has office locations in Jackson and Gulfport, and we serve in a state-wide capacity. Reach us at 1-800-772-4057 or 601-968-0600

For more information visit

[www.drms.ms](http://www.drms.ms)

This brochure provides general information only and is not intended to serve as legal advice or counsel from DRMS

# Disability Rights Mississippi



Mississippi's Protection and Advocacy System

Advancing the civil, human, and legal rights of all individuals with disabilities in Mississippi.

## Requesting Special Education Services For Your Child



**DISABILITY RIGHTS MISSISSIPPI**  
Protection and Advocacy for Individuals with Disabilities

## Services or Classroom?

### SO YOU THINK YOUR CHILD MAY NEED SPECIAL EDUCATION SERVICES

There are several reasons that children may qualify for special education services; and please note that we're talking about SERVICES, not necessarily a special education classroom.

There are thirteen categorical disabilities under Mississippi policies, and they are as follows:

1. intellectual disability
2. hearing impairment (including deafness)
3. speech or language impairment
4. visual impairment (including blindness)
5. serious emotional disturbance (also referred to as an emotional disability)
6. an orthopedic impairment
7. autism
8. traumatic brain injury
9. other health impairment

categories continued -

10. specific learning disability
11. deaf-blindness
12. multiple disabilities
13. There is one non-categorical designation, developmentally delayed (DD), which is used only for children through the age of 9 under Mississippi policies.



When your child is suspected to fall into any one or more of the listed disability categories for Mississippi:

Students who are suspected to fall into any one or more of these categories and who are not progressing adequately in regular education classes, should be evaluated to determine if they meet the criteria for services.

## What Should You, a Parent, Do?

Hand-deliver or mail a letter to the Special Education Director requesting your child be given an initial comprehensive evaluation for special education, but keep a copy for your records .

If you would like, use the form letter on the back of this flyer as a template to request an evaluation. Either neatly handwrite, or type the letter. In areas where there is red typing, fill in the information about your child, whatever you feel is important for the District to know in deciding whether to evaluate or not.

Important note about your letter:

**After five days, if you have not received an answer to whether or not they agree to evaluate your child, call our Education Team for additional recommendations.**

**1-800-772-4057**