



-- 中文版 --

申请启动特殊教育评估流程

何时使用：

如果您怀疑您的孩子有残疾并可能从特殊教育服务中受益，请使用此邮件模板正式申请依据《残疾人教育法》(IDEA)和《504条款》进行评估。

邮件标题： 请求开始对[孩子全名]的特殊教育评估

尊敬的[校长或特殊教育管理员的姓名]：

我写信正式请求对我的孩子[孩子全名]进行评估，以评估他是否有资格根据《残疾人教育法》中的《儿童识别条款》获取特殊教育服务。除了这项评估之外，如果我的孩子没有资格接受特殊教育，我还希望学校考虑根据《康复法》的《504条款》为他提供便利措施。

[孩子的名字]目前在[学校名称]的[年级]上学，班主任是[教师姓名]。我主要的担忧包括[简要描述担忧]。

请让我知道启动此流程的后续步骤。我期待着您的来信，如有必要，我将在几天后跟进。

此致，

[您的姓名]

抄送： [孩子教师姓名]， [其他相关专业人士或家庭成员]



本资源由Pathway to School Psychology Fellowship的[Hailing Wu]制作完成，做为华裔移民特殊教育资源库的一部分。更多资料请访问
www.3ecenter.org

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-- English Version --

Template 2: Request to Begin the Special Education Evaluation Process

When to Use:

If you suspect your child has a disability and may benefit from special education services, use this letter to formally request an evaluation under IDEA and possibly Section 504.

Subject: Request to Begin Special Education Evaluation for [Child's Full Name]

Dear [Principal's or Special Education Administrator's Name],

I am writing to formally request an evaluation for my child, [Child's Full Name], to assess their eligibility for special education services under the Child Find provisions of IDEA. In addition to this evaluation, I would like my child to be considered for accommodations under Section 504 of the Rehabilitation Act if they are not eligible for special education.

[Child's Name] is currently in [Grade Level] at [School Name] in [Teacher's Name]'s class. My primary concerns include [briefly describe concerns].

Please let me know the next steps for initiating this process. I look forward to hearing from you and will follow up in a few days if necessary.

Best regards,

[Your Name]

CC: [Child's Teacher's Name], [Other Relevant Professionals or Family Members]