

## Request for Special Education Assessment During COVID-19

Date:

*Sent via:*    Email    Fax    U.S. Mail

To: Special Education Director:

School District:

District Address:

Email:

Re: Student Name:

Date of Birth:

Name of School:

Grade:

Dear Director of Special Education:

I am writing to request an assessment of Student in the following area(s)  
(select all that apply):

- psychoeducation
- academics
- augmentative alternative communication (AAC)
- assistive technology (AT)
- career and vocational development
- cognitive
- functional behavior assessment (FBA)
- health
- occupational therapy
- physical therapy
- social emotional
- speech and language
- transition (for 16-22 year old students, or if appropriate, younger)
- other:

## Request for Special Education Assessment During COVID-19

Page 2

I believe that Student requires assessment in these areas based on the following concerns:

State and federal law require the District to make reasonable efforts to obtain parent consent for special education assessments.<sup>1</sup> School districts are also required to provide parents with an assessment plan within 15 days of receiving this request and to complete the assessment within sixty days of the parent signing the assessment plan.<sup>2</sup> These timelines are still in place during the COVID-19 pandemic.<sup>3</sup>

I am comfortable with the District conducting the assessment as follows (select all that apply):

- virtually, through a platform such as zoom
- outdoors, with Student and the assessor wearing masks and using social distancing practices to ensure safety
- indoors, with Student and the assessor wearing masks and using social distancing practices to ensure safety
- other:

---

<sup>1</sup> Cal. Educ. Code §§ 56346(a), 56381(f)(1); 34 C.F.R. §§ 300.300(a)(iii), 300.300(c)(2)(i).

<sup>2</sup> Cal. Educ. Code §§ 56043(c), (f)(1), 56344(a), 56381(a)(1), 56302.1(a); 34 C.F.R. §§ 300.303(a), 300.301(c)(1)(i).

<sup>3</sup> All provisions of the IDEA remain in effect during the COVID-19 pandemic. See Report to Congress of U.S. Secretary of Educ. Betsy DeVos, *Recommended Waiver Authority Under Section 3511(D)(4) of Division A of The Coronavirus Aid, Relief, And Economic Security Act ("CARES Act")* (Apr. 27, 2020), available at <https://www2.ed.gov/documents/coronavirus/cares-waiver-report.pdf>; *Student v. Los Angeles Unif. Sch. Dist.*, OAH Case No. 2020050465 (Aug. 24, 2020); *Student v. Norris Sch. Dist.*, OAH Case Nos. 2020010423 & 2020060184 (Sept. 2, 2020). In addition, as of July 1, 2020, State law requires districts to provide assessment plans to parents within 15 days of receiving the parent's request for assessment. See S.B. 820, Sec. 8(f).

## **Request for Special Education Assessment During COVID-19**

Page 3

Thank you for reviewing this request. I look forward to receiving an assessment plan within 15 days of the District receiving this letter. I also ask that the District please provide me with a copy of the assessment report at least five days before the IEP team meets to review the report. Please contact me with any questions at the phone number or email address below.

Sincerely,

Signed:

Parent/Guardian/Educational Rights Holder name:

Address:

Telephone:

Email:

\*Keep a copy for your own records.