



Sample Letters

REQUEST FOR A FUNCTIONAL BEHAVIORAL ASSESSMENT

(Keep a copy of this letter for your records)

(Note: Could be sent to the Special Education Director, Principal, Case Manager, Contact Person or Superintendent. Keep a copy for your records)

(Date)

Dear _____

I am making a formal request that a functional behavioral assessment be conducted for my child, (Name of Child), who is a student at (name of school) in (grade/class).

I am making this request because I believe that my child experiences behaviors that impede his/her learning or the learning of others. (Make a brief listing of the types of behaviors that you believe are problematic.) I would like us to have the results of the FBA to use in reviewing (name of child)'s IEP and deciding what positive behavioral interventions and supports and other strategies may be needed to address his/her behavior. I am pleased that the NH Rules for the Education of Children with Disabilities (effective June 30, 2008) include a number of sections that address the needs of children, such as mine, with behavioral issues.

Ed 1102.05, referencing §300.324(a)(2)(i) *[When developing each child's IEP,] the IEP Team must- (i) In the case of a child whose behavior impedes the child's learning or that of others, consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior*

Ed 1107.01(a) with reference to §300.304(c)(4) *Each public agency [school district] must ensure that — The child is assessed in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, **social and emotional status**, general intelligence, academic performance, communicative status, and motor abilities [emphasis added].*

Ed 1114.07(a) *Positive behavioral interventions based on the results of a behavioral assessment shall serve as the foundation of any program used to address the behavioral needs of students*

Please let me know if I can provide any additional information to assist you in better understanding (my child's) needs. I look forward to receiving your written response to my request. If you would prefer to discuss my request at an IEP Team meeting, please consider this to be my request for an IEP meeting to be scheduled and convened within 21 calendar days as is provided in Ed 1109.06(b) & (c).

Sincerely,

(Your name, address, telephone number and email address)

cc: (List of other people to whom you are sending a copy of this letter)

For more information on the special education process, and upcoming workshop opportunities, please visit our website at www.nhspecial.org. Be sure to read our brochure, "Steps in the NH Special Education Process".