

(District Letterhead)

**Sample Letter to Notify Parent of the
District Review Committee Recommendations**

Date: _____

To the Parent(s) of: _____

Our District Review Committee met on _____ to
review the evaluation data of _____,
(Student name)

Student ID #: _____.

Our committee has recommended the following action(s):

1. Accept current testing without modification. Your school's eligibility committee should now schedule a staffing to review this information, determine eligibility, and make appropriate educational decisions.

2. Accept (for consideration) current testing with additional data required:

Once these data have been received, your school's eligibility committee should schedule a staffing to review this information, determine eligibility, and make appropriate educational decisions.

3. Request additional IQ testing by another practitioner. Please call our office for specific information.

4. Do not accept testing dated _____ because:

If you have further questions, please contact: (local school district designee)