Dear Medical Provider(s),

I am reaching out to request information to help us with determining educational eligibility for special education services for a person in your care. [Student Name] has been referred for an evaluation and as part of that evaluation, documentation of a medical examination is required. School teams gather documentation of a child's diagnosis or medical condition to assess the presence of a disability or to explore the possibility of one or more potential disabilities. In addition, school teams may need updated documentation to make adjustments to a child’s educational plan.

As you may be aware, eligibility for special education services is determined through a comprehensive evaluation process that can include a review of the child’s medical history, academic and functional performance, and other relevant factors. The evaluation team considers all available information, including medical documentation, to make an informed decision about whether the child qualifies for special education services and what those services should be.

Here are some examples of the types of artifacts that a medical provider could provide to document a child’s diagnosis or medical condition:

| * Sample Medical Statement Form (provided by the school) * Medical history report * Physician notes and progress reports | * Evaluation reports * Letters or reports from other eligible healthcare professionals involved in the child’s care |
| --- | --- |

The following medical providers are eligible to provide the required medical documentation:

| * Physicians * Naturopathic Physicians | * Nurse Practitioners * Physician Assistants |
| --- | --- |

Your timely cooperation and attention to this matter is greatly appreciated. Please do not hesitate to contact me at [contact information] if you have any questions or concerns.

Thank you for your ongoing commitment to the well-being of our students.

Sincerely,

[Name]

[Title]

[School District]