Dear Audiologist,

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] is in your care and 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, as well as 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
* Notes and progress reports
* Specialized evaluations (such as audiological evaluations)

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

* Audiologists

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]