

Date \_\_\_\_\_

Dear \_\_\_\_\_:

\_\_\_\_\_ was referred for an initial evaluation on \_\_\_/\_\_\_/\_\_\_  
(date) by \_\_\_\_\_ (teacher, parent, other) for the  
following reasons: \_\_\_\_\_  
\_\_\_\_\_

Based on the following information, a comprehensive evaluation is not appropriate at this time.

Based on Screening Test Results: Date:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based on Review of Educational Performance:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based on Other Information (Ex.: Successful interventions, child on medication, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Included is a copy of the *Notice of Procedural Safeguards* from the Tennessee Department of Education for your information. If you have any questions regarding your rights or the decision not to conduct this evaluation, please contact:

\_\_\_\_\_  
(Name of Person/Position)

\_\_\_\_\_  
(Telephone)

Sincerely,

Enclosure