



Your Address | Phone Number | Email Address

Date

Education Officer (Special Education)
Address of your local EA office

Dear Sir/madam [insert name if known]

RE: Request for re-assessment for [insert your child's name and date of birth]

I am writing as a parent of the child named above to request a re assessment of [his/her] special educational needs under the Education (Northern Ireland) Order 1996

I believe that [insert your child's name]'s special educational needs have changed as follows:

[list all changes in your child's needs and or circumstances]

I understand that you are required to reply to my request within six weeks.

Yours sincerely

Your Name/signature