

**Teacher's Letter Requesting School Psychologist to Perform an Assessment of  
Cognitive and Academic Abilities**

(Date)

Dear \_\_\_\_\_,  
(School Psychologist

My student, \_\_\_\_\_, just informed me that he/she is diagnosed with \_\_\_\_\_.  
In order to best serve this student and develop reasonable and appropriate expectations, I would like to ask you to perform a cognitive and academic assessment to determine this student's strengths and weaknesses. A detailed evaluation such as this will help me to develop appropriate performance and achievement goals necessary to support this student in school.

Please feel free to contact me by phone or email.

**Phone:**

**Email:**

Sincerely,

\_\_\_\_\_