Request for School Building Level Committee (SBLC) Review

AFAC PARENT NOTE: Describe specific academic, behavioral, communication, attendance, health, or functional concerns and provide examples or data when available.

[DATE]

[RECIPIENT NAME AND TITLE]

[SCHOOL / SCHOOL SYSTEM]

[ADDRESS]

[CITY, STATE ZIP]

RE: [STUDENT'S FULL NAME], DOB [MM/DD/YYYY], [SCHOOL / GRADE]

Dear [NAME/TITLE]:

I am the parent/guardian of [STUDENT]. I am requesting that the School Building Level Committee (SBLC) review my child's needs because I have concerns regarding [DESCRIBE CONCERNS].

Examples of my concerns include: [BRIEF FACTS, DATES, WORK SAMPLES, GRADES, BEHAVIORAL OR FUNCTIONAL CONCERNS, OUTSIDE INFORMATION, ETC.].

Please review the available data, identify appropriate interventions/supports, and determine whether additional screening, referral, evaluation, or other action is warranted. If the available information creates reason to suspect that my child may have a disability requiring special education and related services, please address whether a special education evaluation should be initiated.

Please confirm receipt of this request in writing and provide the proposed date for the SBLC meeting. I would like to participate and receive copies of information the team will consider, to the extent available to me.

Sincerely,

[PARENT/GUARDIAN NAME]

[ADDRESS]

[PHONE]

[EMAIL]

cc: [PRINCIPAL / TEACHER / OTHER APPROPRIATE STAFF]

ADVOCACY SUPPORT NOTE
This template is provided by Advance Foundations Advocacy Center for educational and family-advocacy purposes. AFAC is not acting as legal counsel, and this resource is not a substitute for individualized legal advice. Laws, regulations, facts, and deadlines may affect how a family should proceed.

Follow-Up When an SBLC Request Is Delayed, Ignored, or Denied

AFAC PARENT NOTE: Attach the original written request and proof of delivery. Focus on the dates, what was requested, and what has or has not occurred.

[DATE]

[RECIPIENT NAME AND TITLE]

[SCHOOL / SCHOOL SYSTEM]

[ADDRESS]

[CITY, STATE ZIP]

RE: [STUDENT'S FULL NAME], DOB [MM/DD/YYYY], [SCHOOL / GRADE]

Dear [NAME/TITLE]:

I am following up on my written request dated [DATE] asking that the SBLC review [STUDENT]'s needs. A copy of that request is attached.

Since that request, the following has occurred: [DESCRIBE DELAY, RESPONSE, DENIAL, CONTINUING CONCERNS, OR LACK OF RESPONSE].

My concerns remain unresolved. Please review this matter promptly and provide a written response explaining the next action the school system will take, including whether the SBLC will meet and whether an evaluation or other support will be considered.

If the school system is refusing a request that implicates my child's identification, evaluation, educational placement, or provision of FAPE under IDEA, please provide Prior Written Notice as applicable, including the basis for the refusal and the information relied upon.

Sincerely,

[PARENT/GUARDIAN NAME]

[ADDRESS]

[PHONE]

[EMAIL]

cc: [PRINCIPAL]; [SPECIAL EDUCATION DIRECTOR/SUPERVISOR]

ADVOCACY SUPPORT NOTE
This template is provided by Advance Foundations Advocacy Center for educational and family-advocacy purposes. AFAC is not acting as legal counsel, and this resource is not a substitute for individualized legal advice. Laws, regulations, facts, and deadlines may affect how a family should proceed.