Request for ARD by CASA Advocate Example

"As this child's advocate I am requesting a complete assessment on student _____, under the individuals with Disabilities Education Act (IDEA). I understand I will receive a written plan for the assessment. I also understand that testing will occur: I will be provided with the results for my review prior to the ARD meeting and the ARD meeting will be conducted within 60 days upon execution of the assessment plan.

I appreciate all your help with _____."