

Sample Letter for Requesting Special Needs Test

NOTE: *This letter must be on official letterhead from the school, facility, or professional's office.*

Letterhead

Current Date

Nurse Aide Testing
SIUC
1840 Innovation Drive
Carbondale, IL 62903

Dear Test Coordinator:

Because of a **(state the individual's specific documented disability/special need)**, I wish to request that a special needs exam be provided for the students listed below which will provide **(state the specific special testing conditions being requested)**. He/she is eligible to take the exam and wishes to be tested on **(state the desired test date)**.

Name

Social Security Number

I have enclosed the student's application form, exam fee, and the verification of their learning disability in the form of an **(IEP, letter from special needs professional, medical document, etc.)** which explains the condition which prevents the above named candidate from taking a written exam. Please contact **(contact person's name)** regarding this special needs request at **(contact phone#, fax #, or e-mail address)** if you require additional information.

Sincerely yours,

(Requestor's Name)
(Requestor's Title)