EHCP AND ASSESSMENTS | ENGLAND

Professional Report Request Letter and Prompt Sheet

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An editable letter and prompt sheet for requesting a factual report from a school or professional, with a reminder to only ask for information that is relevant and accurate.

The professional decides what they can say. This letter cannot require a particular opinion, and it is not an official form.

Who this is for

Parents and carers who need a factual letter or report to sit alongside an EHCP request, review, or similar process in England.

What is inside

- Prompts for what to ask for — and what not to ask
- A model request letter
- A log of who you have asked

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Asking for a useful, fair report

Ask for facts and examples within the person's professional role. Do not ask them to "guarantee" an EHCP, to write legal submissions, or to include information they do not have. Give a realistic date if there is a genuine deadline, and say why.

Child's name and date of birth

Professional's name, role and organisation

What the report is for

For example EHC needs assessment or annual review

A realistic date you are hoping for

The points I would particularly like them to cover, if they can

Model request letter

> **How to use this letter**
> Replace anything in [square brackets] with your own details. Delete lines that do not apply. Keep the letter factual and in your own words. This is a starting point, not a required form of words, and sending it does not guarantee a particular outcome.

Model wording (adapt this):

To: [Name and role, for example SENCO or clinician] Date: [Date]

Subject: Request for a factual report to support [child's name], date of birth [DOB]

Dear [Name],

I am preparing information for [an EHC needs assessment request / an annual review / another SEND process]. I would be grateful if you could provide a brief factual report or letter about [child's name], covering the areas below as far as they fall within your role.

It would be particularly helpful if you could include specific examples, how often support is needed, and the effect of any difficulties on [learning / daily life / access], rather than general labels only.

Suggested points, if they apply: [needs you observe; support currently provided; progress and remaining difficulties; any recommendations you are able to make within your role].

I understand you may have limited time and that you can only comment on what you know. Please do not include other children's personal details.

I would be grateful if the report could be ready by [date, if you have a genuine deadline]. Thank you for your help.
Yours faithfully, [Name]

Changes I will make before I send this

Request log

Who I asked, when, and how

Whether they agreed, and the date they hope to send it

Date the report arrived, or my follow-up date

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- GOV.UK: SEND Code of Practice: 0 to 25 years (2015)
- Children and Families Act 2014, and the SEND Regulations 2014
- Your local SENDIASS service (free and impartial)
- IPSEA, for legally based information about SEND law in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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