

Sample Grade Modification Documentation Letter

for Families Enrolled in the CHEC Independent School

IMPORTANT – PLEASE READ:

This is a customizable sample letter only, and it is provided as an example of the information that [our policies](#) require for an acceptable grade modification documentation letter. We recommend that you provide this sample letter to your evaluator, and ask them to customize the sections in **RED ITALICS** after they evaluate your student, so that we receive all the information we need to complete your student's grade modification. Thank you!

DATE

To whom it may concern,

I am a qualified evaluator of the academic progress of children participating in a home-based educational program, according to the Colorado Home School Law {22-33-104.5 (f)}.

On **DATE**, I evaluated **STUDENT'S FULL NAME** (birthdate **XX/XX/XXXX**), who is a home-educated student for the **XX/XX** school year.

After interviewing this student's parent, I have determined that this student is making academic progress according to his ability, but has not advanced beyond the **XX** grade level, due to the nature of the following challenges: **EXAMPLE: He has been diagnosed with level 3 autism, he is non-verbal, and he suffers from other physical and behavioral issues related to his condition.**

Because of these circumstances, it is my professional recommendation that this student should be placed in the modified **XX** grade level for the **XX/XX** school year, with accommodations as needed.

Sincerely,

EVALUATOR'S SIGNATURE

EVALUATOR'S TYPED NAME

EVALUATOR'S CREDENTIALS (current Colorado teacher's license number, a licensed psychologist, or a graduate degree in education)