

Inquiry Letter for Special Needs Admission

An **inquiry letter for special needs admission** is a formal request sent to educational institutions to seek information and express interest regarding admission options for children with special needs. This letter typically outlines the specific requirements of the child, asks about available support services, and requests details about the admission process and eligibility criteria.

Template

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name or Admissions Office]
[School Name]
[School Address]
[City, State, Zip Code]
Subject: Inquiry Regarding Admission for Special Needs Student
Dear [Principal's Name/Admissions Officer],
I am writing to inquire about the admission process for children with special needs at your esteemed institution. My child, [Child's Name, age], has been diagnosed with [specific condition]. I would like to know more about:
- The support programs and resources available for special needs students.
- The eligibility criteria and documentation required for admission.
- The steps involved in the application and assessment process.
- Any additional facilities, therapies, or inclusion programs offered.
I would greatly appreciate any brochures, guidelines, or further information you can provide to help us consider your school as an option for my child's educational development. Thank you for your time and assistance. I look forward to your response.
Sincerely,

[Your Name]

Example

Mrs. Sonia Williams
124 Maple Drive
Springfield, IL 62704
sonia.williams@email.com
(555) 123-4567
June 14, 2024
Admissions Office
Springfield Academy
678 School Lane
Springfield, IL 62704
Subject: Inquiry Regarding Admission for Special Needs Student
Dear Admissions Officer,
I am writing to inquire about the admission process for children with special needs at your school. My son, Alex Williams, aged 8, has been diagnosed with autism spectrum disorder. Could you please provide detailed information regarding:
- The support services and inclusive education programs currently available.
- Admission requirements and necessary documentation for special needs applicants.
- The process for arranging a school visit or assessment.
- Any resources or therapies your institution provides.
We are eager to learn how Springfield Academy can support Alex's educational journey. Thank you for your attention, and I look forward to hearing from you soon.
Sincerely,

Mrs. Sonia Williams