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| 17 January 2017 |
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| Our Ref :  |
| Your Ref :  |
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|  |
| Education Services |
| Additional Support for Learning |
| [Council Address] |
|  |

**By Recorded Delivery Post**

Dear Sir/Madam,

# [Child’s Name] - Additional Support Needs

# [Date of Birth]

**[Home Address]**

I am writing to you to make a formal request, in terms of Section 6 of the Education (Additional Support for Learning) (Scotland) Act 2004, that [Council] establish whether or not my [son/daughter], requires a Co-ordinated Support Plan (CSP). [Child’s Name] is currently a pupil at [School].

I believe that [Child’s Name] requires significant support from [*specify agency, e.g. speech and language therapy, occupational therapy, social work etc*]. [*Description of your child’s additional support needs, specifying areas where your child is struggling and your suspicions as to what their barriers to learning are and the areas where your child needs support in order to benefit from their education*].

I look forward to hearing from you.

Yours sincerely,

[Parent’s Name]