

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Guardian Ad Litem's Name]
[GAL's Office Address]
[City, State, Zip Code]

**Re: Instruction Regarding Educational Placement Assessment for [Child's Full Name]
Case Number: [Insert Court Case Number]**

Dear [Guardian Ad Litem Name],

In your capacity as the court-appointed Guardian Ad Litem for my child, [Child's Name], I am writing to formally request that you conduct a thorough assessment of the child's current and proposed educational placements.

Specifically, I request that your investigation includes the following actions:

- A review of [Child's Name]'s current academic records, including report cards, attendance logs, and any standardized testing results.
- An evaluation of the suitability of [Name of Current School] versus the proposed placement at [Name of Proposed School].
- Observation of the child in their current educational environment, if possible.
- Interviews with the child's current teachers or school counselors regarding their social and academic adjustment.
- Consideration of the child's specific needs, including [mention any Special Education/IEP needs, extracurricular interests, or commute concerns].

The primary points of concern regarding the current educational arrangement are as follows:
[Briefly list 2-3 specific concerns, e.g., "The distance from the primary residence," or "Lack of specialized tutoring resources"].

I believe this assessment is critical to ensuring that the final custody and placement recommendations serve the best interests of [Child's Name]. I am available to provide any additional documentation or contact information for school officials that you may require.

Please confirm receipt of this instruction and advise on the anticipated timeline for this portion of your investigation.

Sincerely,

[Your Signature]

[Your Printed Name]