

2e Advocacy Letter Template

A guided template for requesting accommodations for twice-exceptional students

Use this template to write a formal letter requesting evaluation or accommodations for your twice-exceptional child. Fill in each section, then compile into a single letter on your own paper.

Letter Sections

Date and school address

Child's full name, grade, teacher, and school

Strengths observed at home (specific examples)

Challenges observed (specific examples with dates if possible)

Accommodations you are requesting (be specific)

Meeting request — proposed dates and preferred format

Common 2e Accommodations to Consider

- 1 Curriculum compacting — skip content already mastered
- 2 Extended time on tasks that target the disability, not the giftedness
- 3 Access to advanced content in strength areas while receiving support in challenge areas
- 4 Flexible seating or movement breaks for sensory or psychomotor needs
- 5 Preferential seating to reduce distractions
- 6 Use of assistive technology (speech-to-text, audiobooks, calculator)
- 7 Modified homework — reduced repetition in mastered skills
- 8 Social-emotional support through counseling or a gifted peer group
- 9 Separate IEP goals for giftedness and disability (not averaged together)
- 10 Testing accommodations (quiet room, breaks, oral responses)

DOCUMENT EVERYTHING

Send the letter via email AND certified mail. Keep copies of everything. Under IDEA, the school has 60 days to evaluate after receiving a written request. If they refuse, they must provide written notice explaining why.