

SAMPLE LETTER REQUESTING IEP MEETING

Date:

Your Name
Street Address
City, State, Zip
Date

Name (if known, otherwise use title only)
Title/Director of Special Education/Program Coordinator
School District
Street Address
City, State, Zip

Dear Name (if known, otherwise use title only):

I am requesting an IEP meeting regarding the program for my student, NAME, (BD: 00-00-0000). I have some concerns that I believe need to be addressed by the entire team. I understand that I will be involved in scheduling so I can participate fully as an equal member of the IEP team and that I will be notified in writing when a meeting is arranged.

My hope is that this meeting will provide an opportunity for collaborative problem solving. I want to make sure (NAME's) IEP provides appropriate support and learning within their capabilities. I look forward to discussing my specific concerns about: (add specific concerns here).

- Use bullet points if the list becomes long.
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Sincerely,

Your Name