

# SAMPLE LETTER REQUESTING AN IEP TEAM MEETING

Your Address  
Your Phone Number

Date

Principal's Name  
Name of Your Child's School  
School's Address

Dear Principal:

I am the parent of \_\_\_\_\_, whose date of birth is \_\_\_\_\_.

Please schedule an IEP Team meeting as soon as possible to discuss my child's IEP. I am asking for an IEP Team meeting because I have some concerns about \_\_\_\_\_. [*Explain why you want the meeting.*]

In addition to the people who are required under law to attend the IEP Team meeting, I would like the following people to be present at the IEP Team meeting: \_\_\_\_\_. [*While the law requires certain people to participate in an IEP Team meeting, if there are specific teachers, therapists, or other school personnel you think are crucial to the meeting, you should list those people.*]

I will be bringing the following people with me to the meeting: \_\_\_\_\_. [*It is good practice to let the school know if you will be bringing an advocate or someone else with you.*]

I am available on the following dates for a meeting: \_\_\_\_\_.

Should you have any questions or problems with this request, please contact me at the following number(s) \_\_\_\_\_ or by e-mail at \_\_\_\_\_.

Thank you.

Sincerely,  
Your Name

Cc: Director of Special Education

**KEEP A COPY OF THIS LETTER FOR YOUR RECORDS. WE RECOMMEND THAT YOU HAND-DELIVER THIS LETTER TO THE PRINCIPAL AND MAKE SURE SOMEONE SIGNS FOR IT, OR THAT YOU SEND IT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED. YOU SHOULD ALSO SEND A COPY OF IT TO YOUR SCHOOL DISTRICT'S OR CHARTER SCHOOL'S SPECIAL EDUCATION DIRECTOR.**