

Requesting an IEP meeting during a school closure

This letter is designed to be used during a school closure but could be changed to meet other situations when a family would like an IEP meeting. The details of a student's situation should be added to the sample letter before sending to a Special Education Teacher, Principal, Special Education Director or Superintendent. Remember to keep a copy for yourself, including the date it was sent.

Dear Educators:

I am the parent of (student's full name), who is a (year) grade student in (district name) School District. I am formally requesting an IEP meeting to discuss my child's education. As stated in the Procedural Safeguards Manual for Parents, as a parent of a child with a disability, I am able to request an IEP meeting and must be afforded the opportunity to participate.

I recognize the need for all parties to be accommodating and flexible during this time. I am making this request because it is critical that decisions about my child's educational programming are based on complete, accurate and timely information. It is important the IEP meeting be held prior to school resuming. (You may include a brief description of specific reasons you want the IEP meeting to be held prior to school resuming. For older students, this could include transition services.)

Thank you in advance for your attention and response to my meeting request. I look forward to receiving a meeting notice and written plans for an IEP meeting for (my child's name). I can be reached during daytime hours at (phone number) or at the email address listed below.

Sincerely,
(Your name, address and email)

ASK Essential Questions

- Were the services my child was receiving prior to the school closure supporting progress toward IEP goals?
- What level was my student performing when school closed?
- Have the services provided since the school closure been working and enough to support my child's learning (or prevent loss of skill)? If no, why not?

Look for these other ASK Resources at

www.askresource.org

- Procedural Safeguards
- Letter requesting Prior Written Notice

