

As stated in the Procedural Safeguards Manual for Parents, as a parent of a child with a disability, parents/guardians have the right to request an IEP meeting at a mutually agreed upon time and place.

This letter is designed to be used when a family would like to request an IEP meeting to discuss an issue related to their child's IEP. Be sure to change and add the details of a student's situation to the sample letter before sending to a Special Education Teacher, General Education Teacher, Principal, Special Education Director or Superintendent. Remember to keep a copy for yourself, including the date it was sent.

Dear _____:

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.

I am making this request because... (Include a brief description of specific reasons you want the IEP meeting to be held, what you would like to have happen or what you would like to see changed.)

Thank you in advance for your attention and response to my meeting request. I look forward to hearing from you about scheduling 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)

cc: your child's teacher
other staff

(The "cc:" indicates that you are sending a copy of the letter to the other individuals listed.)

Letter writing tips for parents:

As a parent/guardian, it can be helpful to communicate in writing about an issue or concern with your child's education or well-being. It can also be helpful to document any verbal agreements made outside of an IEP meeting in writing. Putting communication in writing allows you to create a paper trail and lets the school know that this is an issue you feel strongly about.

Each letter should include the following basic information:

- The date (month, day and year) on your letter.
- Your child's full name and the name of your child's main teacher.
- Describe what you want, rather than what you don't want. Keep it simple.
- Your address and a daytime phone number where you can be reached.
- Keep in mind this person may not know you, your child, or your child's situation. Be clear and include facts.
- Give the facts without letting anger, frustration, blame or other negative emotions creep in.
- After you write your first draft, put the letter aside for a while and look at it again to revise it with fresh eyes.
- Have someone else read your letter. Is your reason for writing clear? Can the reader tell what you are asking for? Would the reader say "yes" if he or she received this letter? Can your letter be improved?
- Use spell and grammar check on the computer.
- Always end your letter with a "thank you".
- **Keep a copy for your records! It is important to keep a records file with any important communication between home and school.**

Related Resources

Look for the following information sheets on

<https://www.askresource.org/>

- FAQ from Families about IEPs
- Prior Written Notice
- Parent Participation in an IEP Meeting

ASK Essential Questions

- Why am I requesting an IEP meeting?
- What are my specific concerns?
- What are my questions?
- What would I like to have happen as an outcome of the meeting?