IEP Meeting Request - SAMPLE

PARENT'S NAME:
PARENT'S ADDRESS:
PARENT'S PHONE:
PARENT'S EMAIL:

TODAY'S DATE:

PRINCIPAL:
CASE MANAGER:
SCHOOL NAME:
SCHOOL ADDRESS:

RE: REQUEST FOR SPECIAL EDUCATION EVALUATION FOR:

Child's Name:
DOB:
Grade:
Teacher:

Dear Principal _____:

I am writing to request a meeting to review _____ *(child's name)* IEP. I would like to discuss making changes to the current IEP. My concerns about _____ *(child's name)* are as follows. *(State reasons, but don't recommend specific changes - save them for the meeting.)*

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I would also like to have _____ *(list names of related service providers or staff)* to attend. I think his/her/their input about changes to the IEP will be valuable to the team. I can arrange to meet with you and other members of the team on:

- *Date and Time*
- *Date and Time*
- *Date and Time*

Please email me with the date and time that works with your calendar. I look forward to hearing from you.

Sincerely,

_____ *(your name)*, Parent/Guardian of _____ *(child's name)*

CC: _____, CASE MANAGER