

Sample Letter: Request for an IEP Meeting

Your Name
Street Address
City, State Zip Code
(daytime telephone number)

Today's Date (Include month, day, year)

Name of Principal
Street Address
City, State Zip Code

Dear (Name of Principal or case manager),

I am writing to request an IEP meeting. I would like to discuss making some possible changes in (child's name, grade level, and teacher) IEP as I feel that...(list concerns)

I would also like to have the following people (name each teacher or specialist) attend. I think his/her ideas about the changes we may make will be valuable.

I (or my husband/wife and I) can arrange to meet with you on (days) between (give a range of time, such as between 3:00 and 5:00 pm). Please let me know what time would be best for you.

I look forward to hearing from you soon. My daytime telephone number is (000) 000-0000.

Sincerely,

Your full name

cc: (Special Education Director)
(Individuals that you want to attend the IEP meeting)