

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.*)

-
-
-
-

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