

## Sample Letter #6: Disagreement Letter

You should send a letter to the Director of Special Education if you have tried to resolve your differences in a meeting with the principal and special education staff. You can find the names and addresses of all the Directors of Special Education by contacting the Department of Education and Early Development (DEED) (see Appendix D, page 32). Try to keep your letter short and to the point while including all the facts. Be sure to send a copy of this letter to the principal of your child's school. Remember to keep a copy of this letter, making note of who received it and the date.

It would be helpful to read Pete Wright's article on letter writing. This can be obtained by calling the Disability Law Center or downloaded from his website [www.wrightslaw.com](http://www.wrightslaw.com).

*Date*

*Director of Special Education's Name*

*Director of Special Education*

*Director's Address*

Dear *(name of Director of Special Education)*,

I am the parent of *(your child's full name)* who is a student in *(Teacher's name)*'s *(grade level)* class in *(name of your child's school)*. *(His/Her)* date of birth is *(child's birth date)*.

I have met with *(names of school district personnel involved in your meeting)* in an effort to resolve our differences regarding *(give a brief statement of the problem regarding your child's IEP, placement, evaluation, disciplinary action, etc.)*

I would like to set up a meeting with you to resolve these differences. I can meet with you on *(days)* between *(give a range of times such as between 3:00 and 5:00)*. Please let me know by *(specify the date one week from the date of your letter)* when a meeting can be scheduled.

Should you have any questions or problems, please contact me at *(your daytime phone number and address)*.

Sincerely,

*(Your full name)*

Cc: *(Your child's school's Principal)*