

REQUEST FOR AN IEP MEETING

[Pick the Date]

[Your name]

[Your child's name]

[Email]

[Phone number]

[Principal's name]

[Name of school]

Dear [PRINCIPAL AND TEACHER'S NAME]

I am the parent of [YOUR CHILD'S FULL NAME, DATE OF BIRTH, GRADE AND TEACHER]. I am requesting a team meeting to review [STUDENTS NAME] IEP, services and hours. I have concerns in the following areas [LIST AREAS OF CONCERNS, specifically, how you would like it addressed, any new information you would like to share with the team, any documentation to support concern i.e. progress reports, suspensions, class / homework, progress reports]. I would appreciate your contact to schedule a meeting at your earliest convenience. I am available to meet [GIVE DAYS/TIMES THAT WORK WITH YOUR SCHEDULE]. You can contact me at [LIST GOOD PHONE NUMBER, MESSAGE NUMBER, AND / OR EMAIL ADDRESS].

Sincerely,

[Your name]

[Phone number]

[Email]

PRO TIP - Remember, you can call a team meeting at any point if:

- you have a concern or think the IEP may need to be changed in some way*
- the current IEP does not seem to be appropriate*
- your child is exhibiting new needs and / or behaviors*