



Sample Letters

SAMPLE LETTER REQUESTING AN IEP MEETING

(Keep a copy of this letter for your records)

(Note: Could be sent to the Special Education Director, Principal, Contact Person or Superintendent. Keep a copy for your records)

(Date)

Dear _____

I am making a formal request that an IEP meeting be scheduled and convened within 21 calendar days to discuss the following issues (describe the issues you would like to discuss, such as your child's program, placement or progress) about my child, (Name of Child), who is a student at (name of school) in (grade/class).

I am making this request in conformance with Ed 1109.06 (b) & (c) in the NH Rules for the Education of Children with Disabilities (in effect June 30, 2008).

Ed 1109.06(b) & (c)

(b) The LEA, upon a written request for an IEP team meeting by the parent, guardian, or adult student shall:

(1) Schedule a mutually agreeable time and date for an IEP team meeting;

(2) Convene the IEP team on the mutually agreeable time and date; or

(3) Provide the parent, guardian, or adult student with written prior notice detailing why the LEA refuses to convene the IEP team that the parent, guardian, or adult student has requested.

(c) All activities detailed in Ed 1109.06(b) shall be completed within 21 days following the receipt of the written request for the IEP team meeting.

I appreciate your willingness to meet with me to discuss my concerns. The following dates and times (provide a list of dates and times) would be most convenient for me:

I look forward to hearing from you.

Sincerely,

(Your name, address, telephone number and email address)

cc: (List of other people to whom you are sending a copy of this letter)