



Sample Letters

SAMPLE LETTER TO AMEND SPECIAL EDUCATION (IEP) TEAM MEETING MINUTES

(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)

Re: IEP Team meeting for (name of your child)

Dear -----,

When I had a chance to review the minutes of the meeting on (date of the IEP Team meeting), I realized that some important points and/or requests that I made at this meeting, as well as the responses from the school members of the Team are not included in the official record (minutes) of this meeting. Please include the following as part of the official minutes of this meeting:

(Write as completely and clearly as you can what was said and the response you were given at the meeting.)

I look forward to receiving your confirmation that the minutes of the meeting were amended, or my clarification of the minutes has been included in my child's file.

Sincerely,

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

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