



Sample Letters

SAMPLE LETTER REQUESTING ACCESS TO EVALUATION RESULTS AND OTHER RELEVANT EDUCATIONAL RECORDS 5 DAYS BEFORE 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 I be provided access to test results and other relevant educational records 5 days before the upcoming IEP meeting scheduled on (date) at (time) for my child, (Name of Child), who is a student at (name of school) in (grade/class). Reviewing this information before the IEP meeting will enable me to be a fully-informed member of the IEP Team, and facilitate my participation in the meeting.

I am making this request in conformance with Ed 1107.04(d) in the NH Rules for the Education of Children with Disabilities (in effect June 30, 2008).

Ed 1107.04 (d) Upon request from the parents, the LEA shall provide access to test results and other relevant educational records 5 days prior to the IEP team meeting.

The following dates and times (provide a list of dates and times) would be most convenient for me to review my child's evaluation results and other relevant educational records. Please contact me by (date) to discuss this matter and make the necessary arrangements.

Sincerely,

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

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