



Sample Letter

Please note: It is very important that all correspondence be dated and that you keep a copy for your records.

SAMPLE LETTER PROVIDING PARENTAL INPUT TO THE IEP TEAM

[Note: Could be sent to the Special Education Director, Principal, Contact Person or Superintendent]

[Date]

Dear [Name and title, if known, or person to whom letter is being sent],

I am writing to inform you that I am providing information to the IEP team to be considered by the team in making decisions about my child, [name of your child], who is a student at [name of school] in [grade/class]. I am providing this information in advance of our upcoming IEP team meeting as a courtesy, to give you the opportunity to review it prior to the meeting. *[Note: if this information is not for a specific IEP team meeting, but only to be included in your child's file, omit the prior sentence.]*

I understand that evaluations and information provided by parents are important components in assisting the IEP team to understand and make an individualized program to meet, the needs of a child, and appreciate the clarification about this issue that was provided by the Office of Special Education Programs in one of their policy letters [below].

The following are relevant excerpts from a May 10, 2007 letter from the Office of Special Education Programs [OSEP] "to Matsui" – "As part of the initial evaluation and any reevaluation, ... the IEP Team and other qualified professionals, as appropriate, must review existing evaluation data on the child, including evaluations and information provided by the parents of the child; current classroom-based, local or State assessments and classroom-based observations; and observations by teachers and related service providers. On the basis of that review, and input from the child's parents, the IEP Team and other qualified professionals, as appropriate, identify what additional data, if any, area needed to determine whether the child is a child with a disability, ..., and the educational needs of the child, the present levels of academic achievement and related developmental needs of the child and whether the child needs special education and related services. ... As part of the review of existing evaluation data on the child, if the child's parent chooses to provide evaluations and information in accordance with 34 CFR §300.305[a][1][i], these would be included in the information that is considered in determining whether the child has a disability and the educational needs of the child." [Note: §300.305[a][1][i] says, "Review of existing evaluation data. As part of an initial evaluation [if appropriate] and as part of any reevaluation under this part, the IEP Team and other qualified professionals, as appropriate, must-- [1] Review existing evaluation data on the child, including— [i] Evaluations and information provided by the parents of the child;"]

Thank you in advance for considering the information that I have provided. Please contact me if you wish me to provide additional information.

Please include a copy of this letter 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]

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